

[See Chapter 4, Art. 49, Vol 3. A. C.]

[On foolscap size, both sides page]

Substitute the following:—

District of					Travelling allowance bill of Mr. _____ (office)					Month of							
Head Quarters					Head of Service chargeable					Voucher No. _____ of _____ list of payments for _____ 191 —							
Date.	Route.				Railway fares.		Steamer fare and table money.			Days halted.	Distance travelled by road, boat or trolley.				Dates of last visit (when required by controlling officer).	Purpose of each visit.	REMARKS.
	From		To		Single class (specify class).	Double class (specify class).	Self.	Servants (specify number).	Table money (+ if added, - if deducted), Art. 1023, C. S. R., and . . 1022, C. S. R.		For which mileage is admissible.		For which daily allowance is admissible.				
	Station.	Hour of departure.	Station.	Hour of arrival.							At full rates.	At half rates (Art. 999 (1), C. S. R.).	At full rates.	At half rates (Art. 999 (1), C. S. R.).			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Form 2—continued.

Columns continued to the end of the 1st page. The form continued on the other side of the sheet follows:—

Space for printing any certificates required to entitle to allowance.

Rail way fare (columns 6 and 7)	R	a.	p.	Signature Office.	Stamp	of officer who travelled.																
Passage money (columns 8 and 9)																						
— miles by road at annas for mile (columns 12 and 13)																						
— days for which daily allowance is claimed (columns 11, 14 and 15.)																						
TOTAL																						
Add table money for () days, column (10)				Memo.	<table border="1"> <tr> <td></td> <td>R</td> <td>a.</td> <td>p.</td> </tr> <tr> <td>Allotment for 191 — 1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Expenditure, including this bill.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> <td></td> </tr> </table>		R	a.	p.	Allotment for 191 — 1				Expenditure, including this bill.				Balance				Passed (date). District Officer.
	R	a.	p.																			
Allotment for 191 — 1																						
Expenditure, including this bill.																						
Balance																						
Deduct single P. T. A. for () days Art. 1845, C. S. R.																						
Deduct double rent due to Government under Art. 999 (ii), C. S. R.																						
for days at																						
Net claim																						

Rupees

Date

Countersigned (date).

Controlling Officer.

Treasury Officer.

Form 2—concluded.

Instructions for preparing travelling allowance bills :—

1. Journeys of different kinds and journeys and halts should not be entered on the same line.
2. Number of miles travelled should be entered in all cases of journeys by road or by boat.
3. Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the officer and not in travelling allowance bills.
4. Fractions of a mile in the total of a bill for any one journey should not be charged for.
5. When the 1st Item of travelling allowance to any officer is a halt the date of commencement of that halt should be stated in the "Remarks" column.
6. Totals of columns 14 and 15 will be not of the miles travelled but of the days concerned those for which half mileage rates are admissible being shown as half days.

Page 353, Form 1.—

Substitute 'at..... p. c.' for 'at 6½ p. c.' in the item relating to Exchange Compensation Allowance.



[20th List—2-1-18.]

Form 1.

[See Chap. 4, Art. 42, Vol. I, C. A. C.]

[On a quarter sheet of demy lengthways.]

[NOTE. - Government accepts no responsibility for any fraud or misappropriation in respect of money on cheques made over to a messenger.]

SALARY BILL.

Audit No. _____

District of _____	Head of Service. _____	Voucher No. _____ of list of payments for _____ 19 ____					
		Monthly rate.			Amount.		
		R	a.	p.	R	a.	p.
Received for (month or other period)							
My pay as							
Acting allowance as							
Local allowance as							
Fixed travelling allowance as							
Total claim							
Add—For Exchange Compensation Allowance at 6½ per cent							
TOTAL							
Less—Annuity deduction at 4 per cent. if a Covenanted Civil Servant							
Net claim							
Less—Fund deductions as detailed on reverse					0	0	0
Income tax on R					0	0	0
Less—Abatement on R paid for insurance					0	0	0
					0	0	0
Net amount payable •							

Rupees
Dated at _____
the _____ 19 ____(Signature and
Official designation.)

Stamp.

Pay Rupees

Dated

Treasury Officer.


The names of the funds, and a money column should be printed on the reverse; also a note that the period for which the subscription was due should be specified when it differs from the period for which pay is drawn. The total of fund deductions should be signed.

Note also that the fund deductions of a Covenanted Civil Servant are taken upon his allowances before annuity deduction.

Form 2.

[See Chap. 4, Art. 49, Vol. I, C. A. C.]


[On foolscap size, both sides.]

District of 	TRAVELLING ALLOWANCE BILL OF MR. _____ (OFFICE).	Month of _____
	Head of Service chargeable.	Voucher No. _____ of list of payments for _____ 191 .

Date and hour of Journey.	Route.		Purpose of journey [and date of last visit.]*	Railway fare Single Class. Double	Passage money by steamer charges for motor or trolley Journey.	(for self and ser- vants separate. For which allowance is admissible For which daily allow- ance is admissible.	DISTANCE TRAVELLED BY ROAD		Days halted.	REMARKS.
	From.	To								

Columns continued to other side of page and the last three totalled; then form continued as follows :—

(Space for printing any certificates required to entitle to allowance.)

	R	a.	p.	Signature, Office	Stamp.  of officer who tra- velled.
Railway fare . . .					
Passage money . . .					
—Miles by road at . . .					
—Day's halt at . . .				Memo.	
Total . . .					Passed (date)
Deduct Table money for () days . . .				Allotment for 191 .1 . Expenditure in- cluding this Bill.	
Double P. T. A. for days Single (C. S. R., Art. 10 ¹ / ₂) . . .					District Officer.
Net claim . . .				Balance	Countersigned (date).

Rupees

Date

Controlling Officer.

Pay Rupees

Dated

Treasury Officer.

* Where there are orders requiring this date to be stated,

Forms Nos. 2 and 9, pages 355 and 368—

Instructions for preparing Travelling Allowance bills:—

After "total" in item No. 5 of Form No. 2 and item No. 6 of Form No. 9 add "of a bill for any one journey."

1st List—10-3-13.

Form 2—continued.**Instructions for preparing Travelling Allowance Bills :—**

1. Journeys of different kinds and journey and halts should not be entered on the same line. Only one kind of allowance should, therefore, be filled in on the same line and its amount carried out separately into the last money column.

2. Hours of journey should be mentioned only—

(a) When for an absence from head-quarters of not more than two consecutive days daily allowance is claimed for two days.

(b) When mileage or actual expenses in lieu thereof are claimed.

(c) When both railway or steamer fare and daily allowance are claimed in respect of a journey by rail or steamer immediately preceded or followed by a journey by road or halt.

3. Number of miles travelled should be entered in all cases of journeys by road or by boat.

4. Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the officer and not on travelling allowance bills.

5. Fractions of a mile in the total should not be charged for.

6. When the first item of travelling allowance to any officer is a halt the date of commencement of that halt should be stated in the remarks column.

Form 3.

[See Chap. 5, Art. 55, Vol. I, C. A. C.]
 [To be printed breadthways on foolscap size.]

Detailed Statement of the Permanent Establishment of the _____ as it stood on 1st April

Government Orders creating post.	PRESENT INCUMBENT: DATE OF		Name of section and post.	Date of In- cumbent's birth (as near as possible).	Name of incumbent.	PAY OF POST.		Pay of present incum- bent and total of each section.
	Appointment to present post.	Promotion to present pay.				Minimum.	Maximum.	
G. I., H. D., 1096, 17th February 1860.			MUNDIAHOO TAHSIL.		Brought forward	1,894
G. I., H. D., 1109, dated 7th April 1871.	7th March 1870	1st April 1 75.	Deputy Tahsildar . .	Sept. 1847	Lala Luchman Dass Acting Tahsildar, Ghiswa	60	80	80
	1st Feb. 1873	" " (Acting)		Ganpat Tivari (Acting)			
	1st June 1859	Kanungo, Pargana Mun- diahoo.	Apr. 12, 1834	Ajoodhia Pershad	40
	6th Nov. 1873	" Tupah Barsati	1842	Bunwari Lall	25
	18th Aug. 1858	" " Gopal- pur.	1834	Bisessur Dial	30
	3rd June 1874	Tavildar . .	Feb. 1837	Baboo Ram	15
	7th Sept. 1870	Departmental Clerk .	Jan. 22, 1840	Abdul Huq	25
	6th June 1874	" "	1851	Ramgopal Mier	20
	1st Oct. 1860	Revenue peon . .	1840	Rama Gobind	7
	16th Nov. 1871	" " . .	1842	Gungaram	6
			GHISWA TAHSIL.					2,142

At foot of the return should be detailed all items of establishment sanctioned, but not yet incurred.

The date of Government order first given is that of the last general revision of the revenue establishment of the district, but the tahsil named was transferred from another district, of which the establishments were revised at a different date. In the Collector's office (which is not shown in this sample), too, there have been two changes since the general revision: an additional clerk has been sanctioned, and the treasurer's pay has been raised; the orders will be quoted against each of the two appointments, but when a new general revision shall have taken place, only the number and date of the order confirming it need be cited.

A personal allowance should be stated on a separate line immediately below the pay of the officer who received it, the Government order sanctioning it being quoted in the first column.

The rule about entry of Government orders may be stated generally thus: the general order is to be entered once only, any other order will be entered against every entry which it supports.

Further instructions for filling up the form are contained in Article 55.

"Compared with service books and found to agree."

Signature of the Head of Office.

Form 4.

[See Chap. 5, Art. 55 (1), Vol. I, C. A. C.]

Detailed Statement of new names, leave, etc.

New names of non-gazetted Officers.	From what Office and on what date transferred, or with what bill the health and age certificates were furnished.	Names of non-gazetted officers which were in Form 3 of previous year but are now omitted.	From what date ceased to be borne on the Establishment, and why.	Non-gazetted Officers who have been on other than privilege or casual leave, or under suspension, during the year.	Description and period of leave or suspension from and to what date. (Note.—In cases of suspension state whether the suspension period will count towards pension—C. S. E., 417.)

* N.B.—This form should either accompany Form 3 or be printed at foot of that form.

Page 358, Form 4A—

Delete this form.

[9th list—1.7-15.]

[To be printed on open foolscap.]

[illegible]

If Local Government is competent to sanction, its order will be written across these four columns.

Form 5A.

[See Chap. 5, Art. 57 (4), Vol. I, C. A. C.]

1	2		3		4	5
Class or grade and designation of officers affected [†]	NUMBER IN EACH CLASS.		* RATES OF PAY.		* Actual present cost of establishments affected.	Approximate extra cost involved by these proposals.
	Present. (a)	Proposed. (b)	Present. (a)	Proposed. (b)		

*In the case of district or divisional establishments the cost of the whole establishment or establishments affected should be given in lump without details, and in the case of establishments, the scale of which is fixed for the Province as a whole, the cost of the whole Provincial scale should be entered. Where a new class is added to an existing establishment the whole of the existing cost of that establishment should be given.

Certified that I have examined the figures in columns 2(a), 3(a) and 4 and have checked the extra cost shown in column 5 with the proposed alterations and additions entered in columns 2(b) and 3(b) and find it to be correct.

†

Accountant General.

Page 361, Form 6 —

Substitute the following for Certificate No. 4 :--

“Certified that all appointments and permanent promotions and such of the acting promotions as have to be entered in the Service Books, as per the columns in the standard form No. 23 of the C. S. R., have been entered in the Service Books of the persons concerned under my initials.”

Number the existing certificate of disbursement of salary as 1, and substitute the following for the certificate "Certified that no person in superior service etc." and the existing N.B.:—

2. Certified that no person in superior service has been absent either on deputation or suspension with or without leave (except on casual leave) during the month of ———.

3. Certified that no leave has been granted until by reference to applicants' service books and to Part III, Civil Service Regulations, I had satisfied myself that it was admissible, and that all grants of leave and departures on, and returns from leave, and all periods of suspension and deputation have been recorded in the service books under my initials.

NOTE.—When an absentee statement accompanies a bill, the first certificate should be struck out.

4. Certified that all appointments and promotions, temporary or permanent, have been recorded in the service books of the persons concerned, under my initials.

Form 6, page 361—

In certificate No. 1 of this form for the words "30 days" substitute
 $\frac{1 \text{ month}^*}{\text{"2 months"}}$ *and at the foot of the form insert the following with an*
 $\frac{8 \text{ months}}$
asterisk:—

*" * One line to be used and the others scored out."*

Form 6.

[See Chap. 5, Art. 58, Vol. I, C. A. C.]

[To be printed on foolscap.]

Detailed Pay Bill of Permanent Establishment of the
of March 191 .

for the month

Name of Section and of incumbent.	Name of Post.	Pay, acting and leave allowance claimed (separately).	Pay, acting or leave allowance held over for future payment.	Fines.	Net charge for each Section.	Other fund deductions.	Income Tax.	Deduction on account of General Provident Fund.	REMARKS ACQUIT- TANCE.
Brought forward	...	R s. p. 2,061 7 3	R s. p. ..	R s. p. 7 6 0	R s. p. 2,054 1 3	R s. p. 61 4 9	R s. p. 5 5 0	R s. p. ...	
MUNDIA HOO TARSIL. Lala Luchman Dass.	Deputy Tahsildar.	(On deputation as Acting Tahsildar, Ghilwa.) Pay 75 0 0 Acting Allowance *13 8 9 40 0 0	
Gunpat Tewari.	Head Clerk, D. C.'s Office, Acting Deputy Tahsildar.	1 13 4	...	
Ajodhia Pershad.	Kanungo	
Banwar Lal	Ditto	25 0 0	
Bhessar Dial	Ditto	30 0 0	...	2 8 0	
Baboo Ram	Tavildar	15 0 0	15 0 0	
Abdool Huq	Clerk	25 0 0	
Ramgopal Mier (on leave without pay from 22nd).	Ditto at R20.	13 8 9	13 8 9	
Ram Dial (acting from 22nd).	Ditto	6 7 3	
Rama Gobind	Revenue peon.	7 0 0	
Gungaram	Ditto	6 0 0	...	0 4 0	
TOTAL MUNDIA HOO TARSIL.	↑	256 8 9	28 8 9	2 12 0	225 4 0	...	1 13 4	...	
GHILWA TARSIL in like detail	↑	384 7 9	384 7 9	...	1 1 0	...	
TOTAL	...	2,702 7 9	28 8 9	10 2 0	2,663 13 1	61 4 9	8 3 4	...	
Deduct undisbursed pay refunded, as detailed below, R15; fund deductions R61-4-9, income tax R8-3-4, and recoveries ordered by Accountant General in letter No. _____, dated _____ (on objection statement for) nil.					84 1	
Net sum required for payment. Rupees two thousand five hundred and seventy-nine, annas four and pies eleven only.					2,579 4 11	

* 20 days at R21.

† The total of each section should be entered in red ink.

Received contents: also certified that I have satisfied myself that all salaries included in bills drawn ~~30 days~~ ^{one month} previous to this date with the exception of those detailed below (of which the total has been refunded by deduction from this bill), have been disbursed to the proper persons, and that their receipts have been taken in acquittance rolls filed in my office, with receipt stamp duly cancelled for every payment in excess of R20.

Certified that no person in superior service on this establishment has been absent either on deputation or suspension or with or without leave (except on casual leave) during the month of _____; and further, that all appointments and promotions, temporary or permanent, have been recorded in the service books of the persons concerned under by initials.

N.B.—When an absentee statement accompanies the bill this certificate should be struck out.

Dated 1st April 19

Signature and designation of
Head of Office.

Pay, (2,578-4-11) rupees two thousand five hundred and seventy-nine, annas four and pies eleven only.

Examined and entered

Treasury Accountant.

Treasury Officer.

Dated 1st April 191

[Continued on next page.]

* Sun. slip

Form 6—continued.
Detail of Pay of Absentees refunded.

Section of Establishment.	Name.	Period.	Amount.
	•		R a. p.
Mundiahoo Tahsil	Babu Ram .	February 19	15 0 0

NOTE.—In establishments in which progressive salaries are numerous, the form of periodical increment certificate, Form No. 8, may, with advantage, be printed on the last page of the pay bill. It may also be found convenient in large establishments to have the form of absentee statement printed on the pay bill.

Page 363, Form 7 (Absentee Statement)—

Omit columns 10, 15 and 17 and renumber columns 11, 12, 13, 14 and 16 as 10, 11, 12, 13 and 14.

For the headings of present column 9 and of renumbered columns 13 and 14 substitute the following:—

Column 9 "Rate of absentee allowance per month."

Column 13 "Monthly rate of acting allowance. "

Column 14 "Monthly rate of the cost of absence.

Total of columns 9 and 13."

Foot-note B.

For "11 to 15" in line 1 substitute "10 to 13"

Foot-note C.

For "1 to 17" in line 1 substitute "1 to 14."

(12th List—3-1-16.)

Page 363, Form No. 7—

*Strike out the sentence beginning with "Certified that no leave has been granted
etc."*

1st List—10-3-13.

Form 7.
[See Chap. 5, Art. 60, Vol. I, C. A. C.]
Absentee Statement.

Name and Designation (substantive) of absentee.	PAY OF ABSENTEE (RATE PER MONTH.)			NATURE OF ABSENCE.					ABSENTEE ALLOWANCE.		ACTING OFFICER.			ACTING ALLOWANCE.		COST OF ABSENCE.		REMARKS.
	Maximum.	Minimum.	Actual.	Kind.*	Period.	Office to which transferred.	Date of commencement of absence.	Date of return (to be filled in when he returns).	Rate per month.	Amount for days of actual absence during current month.	Name.	Substantive Post.	Substantive Pay.	Monthly rate.	Amount for current month.	Monthly rate.	Actual for current month.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
																		* "Kind."—The entry in column 5 should be one of the following:— Privilege leave. Furlough. Medical leave. Leave on private affairs. Leave without pay. Combined leave (in which case state when privilege leave ends). Subsidiary leave. Suspension. Temporary transfer ($\frac{\text{full pay}}{\text{only part pay}}$ of appointment being available, Art. 110, C. S. S.). Deputation (to a special temporary appointment).

- A.—Each chain of arrangement consequent on each absence should be separated from others by a line ruled across the statement. Certified that no leave has been granted until by reference to the applicant's Service Book and to Part III, Civil Service Regulations, I had satisfied myself, that it was admissible and that all grants of leave, and departures on, and return from leave, all periods of suspension or deputation and all appointments and promotions, temporary or permanent, have been recorded in the Service Books of the persons concerned under my signature.
- Note 1.—The duty of signing these certificates may be delegated by the head of a Department or a Secretary to Government to the Chief Assistant or Registrar of his Office.
- Note 2.—When any Officer is granted leave who, during 10 years before going on furlough or 33 months before going on privilege leave served under a Local Fund or foreign employer, separate report on Form 7A (which may be in manuscript) should be made.
- B.—For an officer absent on special temporary duty or temporary transfer columns 1 to 6 and 11 to 16 will be filled in and the word "deputation" or "transfer" entered in column 5 with a note in the column of remarks, of the particular appointment held. If the absentee is appointed *sub. pro tem.* to his new office under Art. 60 of the Civil Service Regulations, *sub. pro tem.* entered in column 5.
- C.—If an officer is suspended columns 1 to 17 should be filled in and the word "suspended" entered in column 5, while in the last statement in which a suspended officer's name appears it should be noted in the column of remarks whether or not the period of suspension counts for pension. Art. 417, C. S. S.
- D.—The entire chain of arrangement made in consequence of each absence should be entered in the absentee statements of those bills only in which the original vacancy appeared. In other cases it will be sufficient to show the name of the absentee and the person appointed to officiate for him. Entries made in the absentee statement in accordance with these instructions should be separated off by a red ink line drawn across the statement.
- E.—In columns 7 and 8 it should be stated whether the departure or return occurred A.M. or P.M. on the date mentioned.

Form 7A.

(See footnote 3, Form 7, 'C. A. C.)

- A. B. (absent on furlough for the first time) has during his service for ten years immediately preceding the date on which he availed himself of furlough been employed.—
- (1) In an office paid from the General or Provincial Revenues from the _____ to the _____ during which he drew an aggregate salary of R _____
 - (2) In an office paid from a Local Fund from the _____ to the _____ during which he drew an aggregate salary of R _____
- A. B.'s allowances during the furlough are to be charged to—
 Imperial or Provincial Revenues . . . R _____ a month.
 The Local Fund
- A. C. (absent on privilege leave) has during a period of duty without interruption (immediately preceding the date on which he availed himself of leave) eleven times as long as the leave, been employed—
- (1) In an office paid from the Imperial or Provincial Revenues from the _____ to the _____ during which he drew an aggregate salary of R _____
 - (2) In an office paid from a Local Fund from the _____ to the _____ during which he drew an aggregate salary of R _____
- A. C.'s allowances during the privilege leave are to be charged to—
 Imperial Revenues R _____ a month.
 The Local Fund

Head of Office.

Form 8.

[See Chap. 5, Art. 62, Vol. I, C. A. C.]

Periodical Increment Certificate.

Certified that the officers named below are allowed the sanctioned periodical increments from the dates cited in column 8 for approved service:—

- (1) Having been the incumbent of the appointments specified for¹ not less than—year from the date in column 7 after deducting periods of suspension for misconduct and of absence on leave without pay.
- (2) Being entitled to the increments as shown in the explanatory memo. attached.

Name of Incumbent.	Whether substantive or acting.	APPOINTMENT.		RATE OF INCREMENT.		Date of last increment (or of appointment to post).	Date of present increment.	Pay after present increment.	SUSPENDED FOR MIS-CONDUCT.		LEAVE WITHOUT ALLOWANCES.	
		Maximum.	Minimum.	Annual.	Biennial.				From	To	From	To
1	2	3	4	5	6	7	8	9	10	11	12	13

N. B.—The figures (1) or (2) should be placed against each name according as the reason (1) or (2) applies. The explanatory memo. should be submitted in any case in which an increment is given otherwise than for continuous service of the prescribed period.

Head of Office.

FORMS.

365

Form 9.

[See Chap. 5, Art. 68, Vol. I, C. A. C.]

CERTIFICATES.

1. Certified that I have satisfied myself that the amounts included in bills drawn 30 days previous to this date, with the exception of those detailed below (of which the total amount has been refunded by deduction from this bill) have been disbursed to the officers therein named and their receipts taken in the Acquittance Roll.
2. Also that the allowances drawn for non-gazetted ministerial or menial officers for journeys by road or both do not exceed their actual travelling expenses; and that I am satisfied that in accordance with my orders ^{they}_{he} travelled by † _____
(Article 1065 (ii); C. S. R.).
3. Also that it was necessary for the officers for whom halting allowance at head-quarters is drawn to keep up the whole or part of their camp equipage during such halt, and that the expense incurred on this account was not less than the halting allowance drawn (Article 1059, C. S. R.).

(Head of Office.)

Passed for R _____

Date _____ 191 .

(Controlling Officer.)

Pay Rupees (in words and figures) _____

† From _____ Sub-Treasury.

Examined and entered.

Treasury Officer.

Accountant.

Date _____ 191

Sub-Treasury Officer.

*Clause 2 should be scored out with a pen when no mileage is claimed under Article 1065 (ii), Civil Service Regulations, and clause 3 when there is no claim under Article 1059.

†Here state conveyance used.
†To be filled up when payable from a Sub-Treasury.

Incorporated in the District

Accounts on _____

Accountant.

Travelling Allowance Bill of the Establishment of _____ for the month of _____ 191 .

[illegible]

Contents received,

(Head of Office.)

Form 9—concluded.**Instructions for preparing
Travelling Allowance Bills.**

1. Journeys of different kinds, and journeys and halts should not be entered on the same line. Only one kind of allowance should, therefore, be filled in on the same line and its amount carried out separately into the last money column.
2. Hours of journey should be mentioned only—
 - (1) When for an absence from head-quarters of not more than two consecutive days, daily allowance is claimed for two days.
 - (2) When mileage or actual expenses in lieu thereof are claimed,
 - (3) When both railway or steamer fare and daily allowance are claimed in respect of a journey by rail or steamer immediately or preceded or followed by a journey by road or by a halt.
3. Number of miles travelled should be entered in all cases of journeys by road or by boat.
4. The daily allowance of an officer acting in an appointment should be calculated on the pay or maximum pay of the appointment. (In the column "Pay" the full sanctioned pay of an appointment officiated in should be shown, but in the column "Designation" the word "acting" should be entered against officers who are officiating in appointments.)
5. Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the officers and not on Travelling Allowance bills.
6. Fractions of a mile in the total for each person should not be charged for.
7. When the first item of travelling allowance to any officer is a halt, the date of commencement of that halt, should be stated in the remarks column.

Scale of daily allowance admissible to non-gazetted officers not included in Appendix 26 of C. S. R.

Daily Allowance.

On pay exceeding Rs275 but not exceeding

			R500	Rs	0	0
Do.	"	250	do.	"	2	12 0
Do.	"	225	do.	"	2	8 0
Do.	"	200	do.	"	2	4 0
Do.	"	175	do.	"	2	0 0
Do.	"	150	do.	"	1	12 0
Do.	"	125	do.	"	1	8 0
Do.	"	100	do.	"	1	4 0
Do.	"	87½	do.	"	1	0 0
Do.	"	75	do.	"	0	14 0
Do.	"	62½	do.	"	0	12 0
Do.	"	50	do.	"	0	10 0
Do.	"	37½	do.	"	0	8 0
Do.	"	25	do.	"	0	6 0
Do.	"	10	do.	"	0	6 0

In the Bombay Presidency, and elsewhere

Rs 0 0

Scale for Inferior Servants—

On pay exceeding Rs8 or less Rs 2 0

Detail of actual Expenses.—

See slip

Page 368.—Last two entries on the reverse of Form 9, Civil Account
Code—

For—

On pay exceeding R8	:	:	:	R0	2	0
On pay exceeding R8 or less	:	:	:	R0	1	0

Read—

If he travels over more than one Province	.	R0	3	0
If he travels over a single Province	.	10	3	0

1st List—10-3-13.

Form 10.
 [See Chap. 6, Art. 80, Vol. I, C. A. C.]
 [To be printed on open royal.]

Register of Contingent Charges of the _____ Department of the _____ District, 19__.

Left-hand page.

			DETAILED HEADS OF BUDGET.																
Date.	To whom paid.	{ Sub-voucher. { Contingent abstract. No. of	Sub-divisions of detailed heads as may be convenient. If the grant be not ordinarily allotted among the sub-divisions of a detailed head, they should be linked by a brace and the amount placed below. Each of these spaces represents a money column.																
	Budget grant for each head.																		

Right-hand page.

DETAILED HEADS.			Unusual charges.		Total of each contingent abstract.	Total of each month's bill.	Date of detailed bill.	Date of admission with initials.	REMARKS.
Sub-divisions of detailed heads.			Description.	Amount.					

Form 11.

[See Chap. 6, Art. 88, Vol. I, C. A. C.]

[To be printed on foolscap.]

NOT PAYABLE AT THE TREASURY.

Government of	BILL OF CONTINGENT CHARGES OF	Month 191 .
Head of service.		Nos. of vouchers.
Nos. of sub-vouchers.	Description of charge, and date of authority (where special sanction is necessary).	Amount.
<p><i>The abstract contingent bill will contain the same detail of sub-vouchers and description of charge. The heading will state, instead of the above the fact that a detailed bill is to be sent for countersignature on a named date. The memorandum at foot of this form also will be omitted.</i></p>		
<p style="text-align: right;">TOTAL R. (words.)</p>		

Drawn on abstract bill No.	Date	R	Alotment of 191	R	a.	P.
Ditto			Expenditure, including this bill	0	0	0
Ditto			Amount of work bills annexed	0	0	0
Ditto				0	0	0
Add—Amount of disallowance refunded			Balance available	0	0	0
Total of contingent bill	R		Signature	} of disbursing officer.		
			Office			
			Date.			

Disallowed from sub-vouchers No.

Ditto

Ditto

Passed for R

Signature

Date

} of countersigning officer.

Form 12, page 371—

For “ R 10 ” in line 5 of the certificate substitute “ R 25 ” and omit the words “ and for all sums paid for postage stamps ”

7th List-15-1-15.

Form 12.

[See Chap. 6, Art. 89, Vol. I, C. A. C.]

DISTRICT OF	DETAILED BILL OF CONTINGENT CHARGES OF			
	FOR THE MONTH OF 19 .			
HEAD OF SERVICE—				
Number of sub-voucher.	Description of charge and number and date of authority for all charges requiring special sanction.	Amount.		
		R	a.	p.
	Total (in words)			

I CERTIFY that the expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. I have satisfied myself that the charges entered in this bill have been really paid, with the exception noted below, which exceed the balance of the permanent advance, and will be paid on receipt of the money drawn on this bill. Vouchers for all sums above \$10 in amount, and for all sums paid for postage stamps are attached to this bill, save those noted below, which will be forwarded as soon as the amounts have been paid. I have, as far as possible, obtained vouchers for other sums, and am responsible that they have been destroyed or so defaced or mutilated that they cannot be used again.

Signature and designation of Drawing Officer.	Expenditure including this bill Amount of work bills annexed.	Allotment for current year			R	a.	p.
		R	a.	p.			
Balance available							

Pay R

Exd.

Accountant. }

(Date)

Treasury Officer.

Form 13.
[See Chap. 7, Art. 99, Vol. I, C. A. C.]

372

DISTRICT OF

REFUNDS OF REVENUE.

Head of service chargeable.

1.—REFUNDS AND DRAWBACKS.

In whose name credited.	On what account received.	Amount realized.	Date of payment into Treasury.	Amount in which included and head to which credited.	Treasury Officer's signature in token of verification of Treasury credit.	Name of Payee.	Amount to be refunded.
1	2	3	4	5	6	7	8
							R a. p.

FORMS.

- (1) Certified that this order of refund has been registered and noted against the original receipt entry in the Departmental account under my initials and previous order for refund of the same sum has not been issued.
 (2) Passed for payment under sanction given in
 (3) Sanctioned and passed for payment.
 (Note.—(2) or (3) to be struck out as required.)

Received Payment.
Claimant's signature.

Magistrate or other officer.

The _____ 19 .

Pay Rupees _____ () only.

Examined _____ Accountant.

Officer in charge of Treasury.

In cases where refunds of fines are permitted to be made direct from Treasuries or Sub-Treasuries other than those at which they were credited, the entry in column 5 should include the name of the Treasury or Sub-Treasury in which amount was credited and column 6 should be filled up by the Treasury Officer of the head-quarters (not Sub) Treasury.

Form 13A.

[See Chap. 7, Art. 110, Vol. I, C. A. C.]

Cash Book of the _____ Mission for the month of _____ 19

RECEIPTS.				PAYMENTS.					
Date.	PARTICULARS.	From whom or what Treasury received.	Amount.	Date.	Consecutive No. of vouchers.	PARTICULARS.	Numbers indicating classification of charges in Class II.	Amount.	REMARKS.
	Opening balance from previous month.	R s. p. 907 6 9	3rd April.	1	Pay of office Establishment for March 19	R s. p. 500 12 4	
2nd April.	Received advance for political expenditure sanctioned in Finance Department No. , dated	Peshawar Treasury.	25,000 0 0	" "	2	Salary of Captain, Officer in charge	904 6 9	
5th "	Recovered from A. B. C. for hire of camels supplied to officers, etc.	A. B. C.	1,000 0 0	" "	3	Hire of camels employed in March 19 .	II. 8	5,010 5 6	
6th "	Recovery of advance made to X. Y. Z., clerk when starting with the Mission.	X. Y. Z.	50 0 0	" "	4	Secret Service	II. 12	500 0 0	
11th "	Sale-proceeds of unserviceable stores.	Officer in charge of Mission.	100 0 0	" "	5	Wages of guides employed / . .	II. 15	150 0 0	
16th "	Receipts on account of rations supplied to escorts.	Chief Supply and Transport Officer, Quetta.	376 0 0	9th "	6	Construction of boundary pillars at	II. 19	300 0 0	
16th "	Recovery on account of charges over-drawn in Voucher No. for	Officer in charge of Mission.	5 0 0	15th "	7	Purchase of blankets or postings for	II. 7	15 7 0	
				20th "	8	Cost of telegrams and postage .	II. 17	50 0 0	
				26th "	9	Compensation to Darpakhel villagers for loss of life.	II. 10(b)	1,200 0 0	
				" "	10	Compensation for damages to the Torikhel shrine.	II. 10(b)	200 0 0	
				" "	11	Purchase of an Arab for presentation to	II. 4	3,000 0 0	
				" "	12	Raza to the Duri Malika . .	II. 14	300 0 0	
						Closing balance .		16,307 8 5	
		TOTAL	27,438 6 9			TOTAL .		27,438 6 9	

(1) *Alter the reference number of the article given at the top of the Form from 126 to 120.*

(2) *In place of the existing five money columns, substitute seven money columns, with the following headings:—*

- (1) Advances to cultivators under the Land Improvement Loans Act. The Agriculturists' Loans Act, or any other Acts; loans under the Co-operative Credit Societies Act; and loans under the Burma Fisheries Act.
- (2) Advances under special laws such as the Bengal Drainage and Embankment Acts, and the Bundelkhund Encumbered Estates Act.
- (3) Loans to Native States.
- (4) Loans to land-holders and notabilities apart from the provisions of any law.
- (5) Loans to Public Corporations other than Presidency Corporations.
- (6) Miscellaneous Loans and Advances.
- (7) Total.

Form 14.

[See Chap. 8, Art. ¹²⁰~~120~~, Vol. I, C. A. C.]

*Estimate of Loans proposed to be made and of expected recoveries by
for the year 191 -191 .*

	Advances to cultivators under vari- ous Acts, such as Land Improve- ment; Ag- riculturists' Loans; and Co-operative Credit Soci- ties Act.	Advances under other special law.	Loans to landholders, etc., apart from provi- sions of law.	Loans to Public Cor- porations, other than Presidency Corporation.	TOTAL.
(a) Balance outstanding March 31st last					
(b) Advances estimated to be made during current year*					
(c) TOTAL					
(d) Deduct repayments antici- pated*					
(e) Balance outstanding March 31st next					
(f) Advances estimated to be made next year*					
(g) TOTAL					
(h) Deduct repayments antici- pated*					
(k) Balance outstanding at end of next year					

*Details of these should be given separately in any case where a single advance or loan exceeds Rs25,000.

The excess of (e) over (a) must not exceed the amount placed by the Government of India at credit of the Loan and Advance Account during the current year. The excess of (k) over (e) is the amount for which a further credit is asked for from the Government of India during the ensuing year.

Form No. 14A.

(See Chap. 8, Art. 136, Rule VI, Vol. I, C. A. C.)

Form of Mortgage Bond for House Building Advance.

THIS INDENTURE made the _____ day of _____
 one thousand nine hundred and _____ BETWEEN _____
 _____ of _____
 a Civil Officer of _____
 of the one part, and the SECRETARY OF STATE FOR INDIA IN COUNCIL of the other part
 WITNESSETH that under the provisions of the Resolution of the Governor General in Council, dated the thirtieth day of June, one thousand eight hundred and ninety-two No. A
 2721

and in consideration of the sum of rupees _____ paid to the said _____
 _____ by the said Secretary of State in Council
 (the receipt whereof the said _____ doth hereby acknowledge) for the purpose of enabling the
 _____ said _____

to defray the expenses of building a suitable house for his own residence in _____
 _____ he the said _____
 doth hereby for himself,
 his heirs, executors, administrators covenant with the said Secretary of State in Council
 and his successors that he the said _____

his heirs, executors or administrators will pay
 unto the said Secretary of State, his successors or assigns the said sum of Rupees _____
 on the _____ day of _____ next*: AND THIS INDENTURE
 ALSO WITNESSETH that for the consideration aforesaid he the said _____

doth hereby convey
 unto the said Secretary of State, his successors and assigns: ALL that piece of land situate
 in the _____ district of _____ registration district
 of _____ and sub-registration district of _____ containing
 _____ more or less bounded on the north by _____

on the south by _____
 on the east by _____
 on the west by _____

together with the dwelling-house and the out-offices, stable cook-rooms and out-buildings of
 all kinds used or intended to be used with the said dwelling-house lately erected;† and to-
 gether with all rights, easements and appurtenances to the same or any of them belonging:
 TO HOLD the said premises unto the said Secretary of State, his successors and assigns abso-
 lutely as his and their own property: PROVIDED always that if and as soon as the said sum
 of rupees _____ shall have been repaid by the deduction of monthly instalments
 of the salary of the said _____

as in the said Resolution mentioned or by any other means whatsoever the said Secre-
 tary of State, his successors and assigns will at any time thereafter upon the request and at
 the cost of the said _____

his executors, administrators and assigns
 reconvey the said premises unto the said _____

his executors, administrators and assigns or as he or they shall
 direct: And it is hereby declared that if the said _____ shall die or quit the service

before the said sum of rupees _____ shall have been fully paid off

then and in either of such cases it shall be lawful for the said Secretary of State, his succes-
 sors or assigns to sell the said premises or any part thereof either together or in parcels and
 either by public auction or by private contract with power to buy in or rescind any contract
 for sale and to re-sell without being responsible for any loss which may be occasioned there-
 by: AND TO DO and execute all such acts and assurances for effectuating any such sale as
 the said Secretary of State, his successors or assigns shall think fit; AND it is hereby declared
 that the receipt of the said Secretary of State, his successors or assigns for the purchase
 money of the premises sold or any part thereof shall effectually discharge the purchaser or

*Two years
 from the date of
 commencement
 of repayment
 of the loan under
 paragraph 6
 (iii) of the
 Resolution.

†Where the
 house, offices,
 etc., have not
 yet been erected
 or are in course
 of being built
 for "lately
 erected"
 substitute
 "hereafter to
 be erected" or
 "now being
 erected", as
 the case
 may be.

Page 376, Form 14 A.

Add the following after “ $\frac{A}{2721}$ ” in line 7 of this form:—

“as amended by the Government of India, Finance Department, Resolutions Nos. 4678-A, and 843-A., dated the 20th August 1906 and the 23rd November 1916, respectively.”

In the first marginal note with asterisks substitute “Four years” for “Two years,” and “Rule III of the rules in Finance Department Resolution No. 843-A., dated the 23rd November 1916” for “paragraph 5 (III) of the Resolution.”

[16th List—2-1-17.]

purchasers therefrom: AND it is hereby declared that the said Secretary of State, his successors and assigns shall hold the moneys to arise from any sale in pursuance of the aforesaid power Upon Trust in the first place thereof to pay all the expenses incurred on such sale and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents and then to pay the surplus (if any) to the said _____ his executors, administrators or assigns: AND it is hereby declared that the said Resolution shall be deemed and taken to be part of these presents.

IN WITNESS whereof the said _____ by order of and _____ the Governor General of India in Council (or of the Governor of _____ in Council (or of the Lieutenant-Governor of _____) (or of the Chief Commissioner of _____) on behalf of the said Secretary of State in Council have herunto set their hands the day and the year first above written.

Signed by the said
and _____ in
the presence of—

- (1) _____
(2) _____
(3) _____
(4) _____

Name of
witness,
address and
occupation of
witness.
Name of
second
witness,
address and
occupation of
witness.

Form 14B.

[See Chap. 8, Art. 137 (3), Vol. I, C. A. C.]

Form of Mortgage Bond for Motor Car Advance.

This indenture made this _____ day of _____ between
 (hereinafter called the borrower) of the
 one part and the Secretary of State for India in Council (hereinafter called
 the Secretary of State) of the other part Witnesseth that in consideration of
 the sum of Rs. _____ on or before the execution of these presents paid by the
 Secretary of State to the borrower the receipt whereof the borrower hereby
 acknowledges he the borrower doth hereby assign and transfer unto the
 Secretary of State all that motor car more particularly described in the
 schedule hereunder written by way of security for the said sum of Rs.
 and the borrower doth further agree and declare that he will duly pay to the
 Secretary of State the sum of Rs. _____ aforesaid by equal payments of
 Rs. _____ each on the first day of every month after the date of these
 presents: Provided always and it is hereby agreed and declared that if the
 borrower shall at any time make default in the payment of any of the said
 instalments for the period of 10 days after the time hereinbefore provided
 for payment thereof or if the borrower shall leave the service of the Secretary
 of State or die or if the borrower shall become insolvent or make any com-
 position or arrangement with his creditors or if any one shall take proceedings
 in execution of any decree or judgment against the borrower the whole of
 the said principal sum which shall for the time being remain unpaid shall
 forthwith become payable and it is hereby agreed and declared that the
 Secretary of State may on the happening of any of the events hereinbefore
 mentioned seize and take possession of the said motor car and either remain
 in possession thereof without removing the same or else may remove and sell
 the said motor car either by public auction or private contract and may out
 of the sale moneys retain the principal sum aforesaid or so much thereof as
 may for the time being remain unpaid together with all costs charges
 expenses and payments properly incurred or made in maintaining defending
 or realising his rights hereunder and shall pay over the surplus if any to the
 borrower his executors administrators or representatives and the borrower
 hereby further agrees with the Secretary of State that he will not permit or
 suffer the said motor car to be destroyed or injured or to deteriorate in a
 greater degree than it would deteriorate by reasonable wear and tear thereof
 and will wherever the said motor car is injured or deteriorated forthwith
 repair and make good the same and will keep the said motor car insured
 against loss or damage by fire or accident.

In the witness, etc.

In witness whereof the said borrower
 has hereunto set his hand ^{The Schedule above referred to.}

J. M. K. A.

The schedule above referred to

Signed by the said (borrower)

In the presence of
and

Signature of (borrower)

add
in the balance
thereof as
shall have
been repaid
at the date
of these
presents

see slip

Insert the following as a new Form:—

Form No. 14 AA.

[See Chap. 8, Art. 136 (a), Rule VI, Vol. I. C. A. Code.]

Form of Re-conveyance for House-building Advances.

THIS INDENTURE made the day of
19 BETWEEN THE SECRETARY OF STATE FOR INDIA IN
COUNCIL (hereinafter called the Secretary of State) of the one part and

A Civil officer of
(hereinafter called the mortgagor) of the other part is supplemental to
an Indenture of mortgage, dated the day of 19 .
and made between the mortgagor of the one part and the Secretary of
State of the other part and registered at in Book

 , Volume , pages to as
No. for (hereinafter called the Principal Indenture)
WHEREAS all moneys due and owing on the security of the Principal
Indenture have been fully paid and satisfied and the Secretary of State
has accordingly at the request of the mortgagor agreed to execute such
re-conveyance of the mortgaged premises in the within written Indenture
comprised as is hereinafter contained NOW THIS INDENTURE

Page 378, Form 14 B.—

*Insert the following after the words 'the sum of Rs.....
aforesaid' in line 11 of this form:—*

*'or the balance thereof as shall not have been repaid at the date of
these presents.'*

[19th List—1-10-17.]

Substitute the following for the testamentary clause at the end:—

“In witness whereof the said.....(borrower) hath hereunto set
his hand.”

The Schedule above referred to

Signed by the said (borrower).

Signature of (borrower).

In the presence of

and ,

WITNESSETH that in pursuance of the said agreement and in consideration of the premises the Secretary of State both hereby grant assign and recovery unto the mortgagor, his heirs, executors, administrators and assigns ALL THAT the piece of land situate in the

containing

more or less bounded on the North by
on the South by

on the East by

West by

on the
together with the dwelling
house and outoffices, stables, cock-rooms and outbuildings thereon AND
ALL and singular other the premises in the Principal Indenture comprised or expressed to be thereby assured or which now are by any means vested in the Secretary of State subject to redemption under or by virtue of the Principal Indenture with their rights easements and appurtenances as in the Principal Indenture expressed and all the estates right title interest property claim and demand whatsoever of the Secretary of State into out of or upon them same premises by virtue of the Principal Indenture TO have and to hold the premises hereinbefore expressed to be hereby granted assigned and reconveyed unto and to the use of the mortgagor his heirs executors administrators and assigns for ever freed and discharged from all moneys intended to be secured by the Principal Indenture and from all actions suits accounts claims and demands for or in respect of the said moneys or any part thereof or for or in respect of the Principal Indenture or of anything relating to the premises AND the Secretary of State hereby covenants with the mortgagor his heirs Executors Administrators and assigns that Secretary of State has not done or knowingly suffered or been party or privy to anything whereby the said premises or any part thereof are is or can be impeached incumbered or affected in title estate or otherwise howsoever IN WITNESS whereof the parties hereto have hereunto set their hands and seals the day and year first above written.

Signed sealed and delivered by

for and on behalf of the Governor General of India in Council acting in the premises for and on behalf of the Secretary of State for India in Council in the presence of

Insert the following as a new form :—

Form 14 BB.

[See Chapter 8, Article 136 (a), Rule VII, Note, Volume I, Civil Account Code.]

Form of Mortgage Bond for House Building Advances granted to officers who do not possess full proprietary rights in the land upon which they intend to build a house.

THIS INDENTURE is made the _____ day of _____
BETWEEN

of

a Civil Officer of

(hereinafter called "the mortgagor" which term shall where not repugnant to the context include his heirs, executors and administrators) of the one part and THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter referred to as "The Secretary of State" which term shall where not repugnant to the context include his successors and assigns) of the other part

WHEREAS the mortgagor is entitled to the piece of land hereinafter described under a lease from

dated

for a term of years expiring (1)
subject to a rental of Rs.

per (2)

AND WHEREAS the mortgagor has applied to the Secretary of State for an advance of the sum of Rupees

for the purpose of enabling him to defray the expenses of building a suitable house for his own residence on the land aforesaid and the said advance has been made to him accordingly under the provisions of the Resolution of the Governor General in Council dated the 30th June 1892, No.A.-2721 as amended by the Resolutions No. 4678-A., dated 20th August 1906 and No. 843-A., dated 23rd November 1916 (as he doth hereby acknowledge) on his agreeing to give the security hereinafter appearing.

NOW THIS INDENTURE WITNESSETH that in consideration of the said advance and in pursuance of the said agreement the Mortgagor doth hereby covenant with the Secretary of State to pay to the Secretary of State the said sum of Rupees _____ on the (3) _____ day of _____ next

AND THIS INDENTURE ALSO WITNESSETH that for the consideration aforesaid the Mortgagor doth hereby demise let and transfer unto

the Secretary of State ALL THAT piece of land situate in
in the registration district of sub-district
thana containing

more or less and bounded on the North by

on the South by

on the East by

and on the West by

together with the dwelling-house and the

out-offices, stables, cook-rooms and outbuildings and all kinds used or
intended to be used with the said dwelling-house(4) (lately erected) (4) Or "here-
together with all rights easements and appurtenances to the same or any of after to be
them belonging TO HOLD the said premises unto the Secretary of State his erected" or
successors and assigns for all the residue now unexpired of the said term of "now being
years granted by the said lease except the last day of the said term erected" as
PROVIDED ALWAYS that if and as soon as the said advance of Rs. the case may
be,

made upon the security of these presents shall have been repaid by the deduc-
tion of monthly instalments of the salary of the Mortgagor as in the said
Resolution mentioned or by any other means whatsoever the demise hereby
made shall be void AND the Mortgagor hereby covenants with the Secretary
of State that the lease creating the term or estate for which the said land is
held by the Mortgagor is now a good, valid and effectual lease and is in full force,
unforfeited and unsurrendered and free from encumbrances and in nowise
become void or voidable and that all the rents reserved thereby and all the
covenants, conditions and agreements contained therein and on his part to
be paid observed and performed have been paid, observed and performed up
to the date of these presents AND also that the Mortgagor will at all times so
long as any money remains due on the security of these presents pay, observe
and perform or cause to be paid, observed and performed all the said rents,
covenants, conditions and agreements and will keep the Secretary of State
indemnified against all actions, proceedings, costs, charges, claims and
demands, if any, to be incurred or sustained by the Secretary of State by
reason of the non-payment of the said rents or the non-observance or non-
performance of such covenants, conditions or agreements or any of them
AND ALSO that the Mortgagor now has good right and full power to demise
the said premises to the Secretary of State in manner aforesaid AND that it
shall be lawful for the Secretary of State to enter into and upon and to hold
and enjoy the said demised premises during the term hereby granted without any
interruption or disturbance by the Mortgagor or any person claiming through
or in trust for him, AND that the Mortgagor at the request at any time here-
after of the Secretary of State will at his own cost execute and do all such
assurances and things as may be necessary or proper for more effectually
vesting the said premises in the Secretary of State in manner aforesaid as
may by the Secretary of State be reasonably required PROVIDED ALWAYS
and it is hereby agreed and declared that if there shall be any breach by the
Mortgagor of the covenants on his part herein contained or if he shall die or
quit the service at any time before all sums due or payable to the Secretary
of State on the security of these presents shall have been fully paid off then
and in any of such cases it shall be lawful for the Secretary of State to sell
the said premises or buildings or any part thereof either together or in
parcels and either by public auction or by private contract with power to buy

in or to rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby or to let the same for any term or period and to do and execute all such acts and assurances for effectuating any such sale or letting as the Secretary of State shall think fit AND it is hereby declared that the receipt of the Secretary of State for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom AND it is hereby declared that after any sale of the said premises or any part thereof under the aforesaid power the Mortgagor shall stand possessed of the premises so sold for the last day of the term granted to him by the hereinbefore recited lease IN trust for the purchaser his executors administrators and assigns to be assigned and disposed of as he or they may direct AND it is hereby declared that the Secretary of State shall hold any rents, profits, premiums, salami or moneys arising from the premises or from any such letting or sale as aforesaid UPON trust in the first place thereout to pay all expenses attending such sale or otherwise incurred in relation to this security and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents and then to pay the surplus if any to the Mortgagor AND IT IS HEREBY DECLARED that no lease made by the Mortgagor of the said premises or any part thereof during the continuance of this security shall have effect unless the Secretary of State shall consent thereto in writing AND it is hereby declared that the said Resolutions shall be deemed and taken to be part of these presents IN WITNESS whereof the Mortgagor and (5) by order of the Governor General of India in Council acting on behalf of the Secretary of State have hereunto set their hands the day and the year first above written.

Signed by the said (Mortgagor)
in the presence of

1st witness
address
occupation

2nd witness
address
occupation

Signed by the said
in the presence of

1st witness
address
occupation

2nd witness
address
occupation

NOTE.—(a) (The same persons can witness both signatures).

(b) There *must* be two witnesses to a mortgage.

[See Chap. 8, Art. 188, Vol. I, C. A. C.]
[Octavo size.]

To all Treasury Officers.

The Commander of the I. M. S. _____ is entitled to a sum not exceeding Rupees _____ monthly on account of the pay of the officers and crew and the ordinary contingent expenses of the vessel, and he is hereby authorised to receive this amount, if due, or such smaller sum as may have accrued since date of last payment or advance.

OFFICE OF EXAMINER OF MARINE ACCTS.,

Dated _____ 191

Examiner of Marine Accounts.

Date.	Amount of advance.			For what period.	Name of Treasury.	Signature of Treasury Officer.	REMARKS.
	R.	a.	P.	— L —			

Page 381, Form 17—

Add the following as note (4) under this form [numbering the existing ones as (1), (2) and (3) respectively] and connect it by asterisks with the heading :—

(1) "Heads under which the proposed expenditure will fall" and (2) "Heads under which it is proposed to reduce the grants." under column 1 :—

"NOTE (4).—When the figures of more than one Budget Estimate are involved, the names of the Budget Estimates (i.e., Agency or District) should be noted in manuscript above the major heads."

Form 17.

[See Chap. 10, Art. 158, Vol. I. C. A. C.]

Form of statement to accompany all applications for sanction to expenditure not provided for in Budget:-

Expenditure proposed to be provided for :—	on account	} Major head } Minor head } Sub-head } Detailed head
₹ of (a)		

Amount proposed to be spent during current year	:	:	:	₹
Amount proposed to be spent during future years	:	:	:	₹

Proposed re-appropriation for current year.

1	2	3	4
Heads of estimate affected by the proposal. (b)	Actual expenditure up to date of the proposal (viz).	Amounts as in the estimate passed by Government.	Amounts as they will stand after re-appropriation.
(1) Heads under which the proposed expenditure will fall.			
TOTAL			
(2) Heads under which it is proposed to reduce the grants.			
TOTAL			

(a) Here enter full description, mentioning the Department, or Office, or Officer concerned.

(b) The same detail must be shown as in the printed estimates of the Government (or the sanctioned estimate), as the re-appropriation has to be effected by transfer of the figures shown therein.

NOTE.—Any further explanation should be given on reverse, where also, if no re-appropriation is possible, the urgency and necessity for the expenditure should be fully explained.

NOTE.—When the application is submitted for the sanction of a Local Government, the form may be modified in any way the Local Government thinks fit, provided that the Local Government indicates distinctly in the order issued that the new expenditure is to be met by re-appropriation from anticipated savings under the same or another major head.

NOTE.—The estimates referred to are the Budget and not the Revised estimates. The Revised estimates must never be referred to in this application.

Form 19.

[See Chap. 11, Art. 17L Vol. I, C. A. C.]

List of Government Promissory Notes in the custody of _____ on the 31st December 191 , deposited under Article 164, Volume I, Civil Account Code.

Serial No.	Name of person or Fund in whose behalf held.	AMOUNT OF INVESTMENT.						TOTAL.	Name of officer to whom interest is sent.
		3½ per cent. of 1842-43.	3½ per cent. of 1854-55.	3½ per cent. of 1865.	½ per cent. of 1879.	3½ per cent. of 1900-01.	3 per cent. of 1896-97.		

Form No. 20 (Obverse.)

[See Chap. 13, Art. 178 (b). Vol. I, C. A. C.]

A
 Place _____
 No. _____
 Date _____ 191 .

Payment of interest on the following Government Promissory Notes is this day transferred to the Bank of Bombay Madras. The enfacement on the Notes has been altered and advice sent to the Secretary and Treasurer of the Bank and to the Public Debt Office, Calcutta. Interest on the Notes has been paid in this Treasury up to _____ 191 .

Treasury Officer.

P. T. O.

B
 Place _____
 No. _____
 Date _____ 191 .

TO THE SECRETARY AND TREASURER,
 BANK OF BOMBAY
 MADRAS.

SIR,

I have the honour to inform you that on the application of the holder _____ I have this day transferred to you the payment of the interest on the following Government Promissory Notes. I have paid the interest on these Notes up to _____ 191 .

I have the honour to be,
 SIR,
 Your obedient Servant,

Treasury Officer.

P. T. O.

Place _____
 No. _____
 Date _____ 191 .

TO THE SECRETARY AND TREASURER, BANK OF BENGAL,
 PUBLIC DEBT OFFICE,
 CALCUTTA.

SIR,

I have the honour to inform you that on the application of the holder _____

I have this day transferred to the Bank of Bombay Madras the payment of the interest on the following Government Promissory Notes. I have paid the interest on these Notes up to _____ 191 .

I have the honour to be,
 SIR,
 Your obedient Servant,

Treasury Officer.

P. T. O.

Form 20 (Reverse).

PARTICULARS OF THE NOTES.

No.	Loan.		Amount.
	Per cent.	Year.	
			R

PARTICULARS OF THE NOTES.

No.	Loan.		Amount.
	Per cent.	Year.	
			R

PARTICULARS OF THE NOTES.

No.	Loan.		Amount.
	Per cent.	Year.	
			R

Form 21.

[See Chap. 13, Art. 179, Vol. I, C. A. C.]

Register of Notes of the _____ per cent. Loan of _____, dated _____
interest on which is payable at _____

Number of the Note	Amount.	Date up to which interest was last paid.	Number and date of letter authorizing payment of interest.	REMARKS.
A1				Here should be entered particulars of letters cancelling payment of interest on any notes.

Form 21, page 386—

*Substitute the following for existing form No. 21—**Register showing particulars of notes enforced*

LOAN OF

Number of note.	Amount.	Date up to which interest was last paid.	Particulars of letters authorizing payment of interest.	Particulars of letters canceling payment of interest.	T.O's initials.	Name of payee. Number of half-years for which interest is paid. Date of payment. T.O's initials.	Half-year ended.	Half-year ended.	Half-year ended.
						Ditto			
						Ditto			
						Ditto			

Substitute the following for Form No. 21, as amended by the 7th list of corrections :—

*Register showing particulars of Notes enfaced for payment of interest
at _____ Treasury _____ loan of _____*

Number of note.	Amount.	Date up to which interest was last paid.	Particulars of letters authorising payment of interest.	Particulars of letters cancelling payment of interest.	Treasury officer's initials.

Form 22.
[See Chap. 13, Art. 199A, Vol. I, C. A. C.]

Receipt for interest on Government Promissory Notes.

PER CENT. LOAN OF

Received from the Government Treasury at _____ interest due on Promissory Notes as follows.—

No. of Note. <i>N.B.</i> —If the number is in a fractional form, the upper No. only need be quoted.	Amount of each Note.	Amount of half-yearly interest.	For how many half-years interest is due.	Total amount due.	Date up to which interest is due.	Name of holder of Notes.
	<i>R</i>	<i>R</i> <div><i>a.</i><div><i>p.</i></div></div>		<i>R</i> <div><i>a.</i><div><i>p.</i></div></div>		
			TOTAL Deduct Income Tax at— pacs			
			Net amount payable			

Total received (in words)
Pay it

Signature_____

(State whether holder or holder's }
attorney or administrator.) }

Accountant.

Treasury Officer.

NOTE.—When any exemption from Income Tax is allowed or the lower rate of tax levied, the Treasury Officer should note here that the certificate prescribed in Chapter 3, Article 40, Civil Account Code, has been produced.

Form 23.

[See Chap.-13, Art. 187, Vol. I. C. A. C.]

Exempt from Stamp duty.

Public Debt Office ()
Treasury -

Date _____ 191 .

 $\frac{1}{\text{we}}$, the undersigned [

hereby authorize []

* Here enter
 "One," "two,"
 "three," etc.,
 as the case may
 be.

* of the joint holders of the Government Promissory Note , of which the particulars are given at foot, to give a discharge in $\frac{\text{my}}{\text{our}}$ name for all interest due or to accrue due on the said note or on any renewals of the same note and $\frac{1}{\text{we}}$ hereby request that henceforth all warrants for interest on the same Promissory Note or on any renewals thereof may be issued in $\frac{\text{his}}{\text{their}}$ name alone.

This authority will, in the case of two or more signatories, be binding on the survivor or survivors of us until formally revoked.

No. of Note.	Loan.	Amount of Note.	HOLDERS.
	R	R	(Full names and addresses and occupation.)

Signatures and addresses of Witnesses.

Signatures.

}

- 1.—The execution to be attested by two credible witnesses, one of whom should, if possible, be either a Banker, Clergyman or Magistrate.
- 2 - If executed by a married female European, her husband's signature must be affixed under her own, unless the parties were married subsequently to 1st January 1866, in which case the marriage certificate should be forwarded to this office for registry ; but if executed by a spinster or widow, this must be stated after her signature. If by a Native female, the execution must be verified before a Magistrate or local Registrar or Treasury Officer.

These instructions must be strictly attended to.

Page 389, Form No. 24—

Insert at the end of the Form another column headed
“Treasury officer’s initials”.

[10th list—1-10-15.]

Form 24.

[See Chap. 13, Art. 199B, Vol. I, C. A. C.]

Register of payment of Interest on Promissory Notes.

Register of payment of Interest on Promissory Notes.																	
Date.	No. of Voucher.	Name of payee.	No. of Note.	Amount of Note.	INTEREST PAID.								Deduction of Income Tax.	Net Payment.	DAILY TOTAL OF NET PAYMENTS.		
					Date up to which paid.	Number of half-years for which paid.	ON NOTES OF THE 3½ PER CENT. LOAN OF					3 PER CENT LOAN OF					
							1842-43.	1854-55.	1865.	1879.	1900-01.	1896-97.					
				R			R	R	R	R	R			R	R	R	

* These columns should be used to show interest paid on discharged loans.

Form 25.

[See Chap. 13, Art. 206, Vol. I, C. A. C.]

GOVERNMENT PROMISSORY NOTES SENT FOR RENEWAL, SUB-DIVISION
OR CONSOLIDATION.*Advice No.* _____, *dated* _____

Name of Province and Treasury.	PARTICULARS OF GOVERNMENT PROMISSORY NOTES FORWARDED FOR RENEWAL, SUB-DIVISION OR CONSOLIDATION.				NOTES REQUIRED.	
	No. of Note.	Loan of	For R.	Holder's Name.	How many.	For each.

Form 26.

[See Chap. 13, Art. 215, Vol. I, C. A. C.]

Register of Powers-of-Attorney, Probates, Certificates, etc.

Serial No.	Date of registry.	Date of document.	Name of principal.	To whom granted.	Description.	Limitation of power.

1. Separate pages should be reserved for separate initials, and the entries under each initial should have a separate series of numbers.

2. In the case of probates, etc., and orders of court, the name of the court, and any number it may have assigned to its order, may, with advantage, be noted in the column of "Date of Document."

Substitute the following for the existing form :—

Form 25.

[See Chap. 13, Art. 208, Vol I, C. A. C.]

FROM

THE TREASURY OFFICER,

No. of
.....Treasury.
Date.....

To

THE SECRETARY AND TREASURER,
BANK OF BENGAL,
PUBLIC DEBT OFFICE,
CALCUTTA.

SIR,

I have the honour to forward herewith for.....
upper halves of the undernoted Government Promissory Notes, lower
halves of which will be sent on receipt of an acknowledgment.

I have the honour to be,

SIR,

Your most obedient Servant,

Treasury Officer.

MEMO.

No.	Loan.	Amount.	Holder's name.	NOTES REQUIRED.	
				How many.	For R each.

COUPON.

Reference No. , Date , No. , Loan
Amount Rupees annas

Credited in cash account of _____

Treasury Officer.

1st List—10-3-13.

DELHI, }
The 10th March 1913.

M. F. GAUNTLETT,
Comptroller and Auditor General.

Form 27.

[See Chap. 14, Art. 232, Vol. I, C. A. C.]

Requisition slip for Conversion of Promissory Notes into Stock.

We or I _____ hereby request that the undermentioned Government Promissory Notes being ^{our} ~~our~~ or my property may be registered in the Books of the Public Debt Office agreeably to Notification, dated 10th January 1867, under the _____ per cent. Loan of _____, and that the interest be paid to me at the treasury of _____

Signed in my presence.

Treasury Officer of _____

Date _____

Name _____

Residence _____

Profession or employment _____

PARTICULARS OF PROMISSORY NOTES.				
Loan.	No.	Amount.	Interest due under Art. 230.	
		Rs		
	TOTAL			

1. These forms will be supplied to treasuries by the Bank of Bengal, Public Debt Office and none other may be used. One form should be filled up for each stock certificate required.

If sicca notes are included in the list they should be stated at the head of the list, and followed by one of the following two entries :--

Total Sicca R	.	.	.	1,000
Equal Government R	.	.	.	1,086 $\frac{2}{3}$
Add—Amount of Transfer Receipt attached	.	.	.	33 $\frac{1}{3}$
Total required	.	.	.	1,100
or				
Total Sicca R	.	.	.	1,000
Equal Government R	.	.	.	1,086 $\frac{2}{3}$
Deduct—Refund now to be made	.	.	.	66 $\frac{2}{3}$
Net required	.	.	.	1,000

To be endorsed on each promissory note tendered for conversion into stock.

"Pay to His Excellency the Viceroy and Governor General in Council."

Form 28.

[See Chap. 14, Art. 235, Vol. I, C. A. C.]

*Register of Stock Certificates on which Interest is payable
at Treasury.*

LOAN.		CERTIFICATE.		Received for delivery to whom.	NOTE OF DELIVERY.		REMARKS. [Enter here cancellations or renewals.]
Per cent.	Year.	No.	Amount.		Date.	Signature of recipient.	

Form 29.

[See Chap. 14, Art. 237, Vol. I, C. A. C.]

Register of Interest Orders.

Date of receipt.	Printed number.	Amount of each order.	To whom payable.	Date of delivery.	Receipt of person to whom delivered.

Form 30, page 393—

•

Delete the footnote under this Form.

•

8th List—1-4-15.

[To be printed on foolscap breadthways.]

DETAIL OF ORIGINAL DEPOSIT.			Date of present repayment.	No. of repayment voucher.	To whom repaid.	AMOUNT REPAID.		INITIALS OF		Daily total carried to cash book.	REMARKS.
Date of receipt.	No. as per register of receipts.	Amount or balance of deposit.				In cash.	By transfer.	Accountant.	Treasury or disbursing officer.		
		R				R	R			R	

The same form will serve for the list of repayments submitted each month; the last four columns may be struck out by hand and the heading changed to "List of Repayments of Deposits at Treasury for the month of "

Form 31.

[See Chap. 15, Art. 251, Note 1, Vol. I, C. A. C.]

Treasury, month of _____ 191 .

HEAD OF SERVICE. } CHARGEABLE. }		DEPOSITS.	VOUCHER No. _____ OF PAYMENTS.	LIST OF
Original Number.	Date of Deposit.	Name of Depositor.	Amount origin- ally deposited. Rupees	
<p><i>In this space a translation of the receipt form into the current vernacular should be given.</i></p> <p>Examined and entered.</p> <p>_____ Accountant.</p> <p>_____ Treasury.</p> <p>_____ Pay Rupees</p> <p>_____ Treasury Officer.</p>		<p>Received this _____ day of _____ 191</p> <p>* the sum of Rupees _____</p> <p>Annas _____ Pies _____</p> <p>being the amount payable _____</p> <p>on account of the deposit described above.</p> <p>Claimant's } Signature. }</p> <p>Stamp if required.</p> <p>Passed for payment.</p> <p>R _____</p> <p>_____ Judge, Magistrate or Collector.</p>		

Page 395, Form 32, C. A. C.

Add the following footnote:—

N. B.—It is not necessary to total the last 3 columns of this register.

3rd List—30-9-13.

[See Chap. 15, Art. 253, and Chap. 20, Art. 364, Vol. I, C. A. C.]

Extract Register of Receipts of _____ Deposits at the _____ Treasury in the month of _____ 19 _____

[illegible]

Accountant General's Office No. _____, dated _____

Sanctioned.

Received payment.

Receipt
Stamp.

Accountant General.

Claimant.

Pay Rupees () _____ only.

The _____ *191* .

Examined.

Accountant.

Treasury Officer.

Notes.—The signature of the claimant should be obtained on this form and the form should be returned as a voucher in support of the debit.

orm 33.

[See Chap. 17, Art. 298, Vol. I, C. A. C.]

Statement showing the aggregate of the sanctioned Grants and the actual Expenditure of the year 191 -191 .

	CIVIL EXPENDITURE.	PUBLIC WORKS EXPENDITURE.	TOTAL CIVIL AND PUBLIC WORKS EXPENDITURE.	REMARKS.
	Imperial. Provincial. Local. Total.	Imperial. Provincial. Local. Total.	Imperial. Provincial. Local. Total.	
Budget Grant	₹ ₹ ₹ ₹	₹ ₹ ₹ ₹	₹ ₹ ₹ ₹	
Add— Total of additional grants sanctioned during the year	 	 	 	
Deduct— Total of reductions of grants sanctioned during the year	 	 	 	
Total of final grants on March 31st	 	 	 	
Actual expenditure of the year	 	 	 	
Excess or deficiency of expenditure as compared with the final grants	 	 	 	

Form 34A.

[See Chap. 17, Art. 298, Vol. I, C. A. C.]

Statement of Expenditure incurred in excess of the sanctioned Grants for 191 -191 .

1	2	3	4			5				6				7			8			9			REMARKS.
Major head of account.	Department of the Government of India.	Province, Agency or office.	BUDGET GRANT.			Add—ADDITIONAL GRANTS OR RE-APPROPRIATIONS SANCTIONED.				Deduct—GRANTS SURRENDERED OR TRANSFERRED BY RE-APPROPRIATION.				NET SANCTIONED GRANT.			ACTUAL EXPENDITURE.			EXCESS EXPENDITURE REQUIRING SANCTION (COLUMN 8—COLUMN 7).			
			Salaries and establishments.	Other charges.	Total.	Salaries and establishments.	Other charges.	Total.	In Government Order, No. and date.	Salaries and establishments.	Other charges.	Total.	In Government Order No. and date.	Salaries and establishments.	Other charges.	Total.	Salaries and establishments.	Other charges.	Total.	Salaries and establishments.	Other charges.	Total.	
			R	R	R	R	R	R		R	R	R		R	R	R	R	R	R	R	R	R	

402

FORMS.

Date.	REFERENCE NUMBER OF		From whom received.	Particulars.	Amount.			Daily Total.		
	Register.	Item.			R	a.	p.	R	a.	p.
			The form for the cash account will be the same as that of the receipt side of the cash book, the column for daily total being left blank for use in the Accountant General's Office, and headed "Head of Receipt." The form for the receipt registers of revenue heads is Form 36.							

Date.	REFERENCE NUMBER OF		To whom paid, etc.	Particulars.	Amount.			Daily Total.		
	Register.	Voucher.			R	a.	p.	R	a.	p.
			The form for "List of payments" will be the same as that of the charge side of the "cash book," the column for daily total being left blank for use in the Accountant General's Office, and headed "Head of Service." If any register be wanted for frequent payments this form may be used if no other has been prescribed.							

Substitute the following Form for the present one:—

[See Chap. 18, Art. 318, Vol. I. C. A. C.]

Dr. Cash Book of _____ Treasury _____ Government of _____ for _____ 191 . Cr.

Date.	REFERENCE NUMBER OF		From whom received.	Particulars.	AMOUNT.		Daily Total.	Date.	REFERENCE NUMBER OF		To whom paid, etc.	Particulars.	AMOUNT.		Daily Total.
	Register.	Voucher.			Civil.	Other.			Register.	Voucher.			Civil.	Other.	
					R a. p.	R a. p.	R a. p.						R a. p.	R a. p.	R a. p.
			The form for the cash account will be the same as that of the receipt side of the cash book, the column for daily total being left blank for use in the Accountant-General's Office and headed "Heads of Receipts." The form for the receipt register of revenue heads in Form 36.	Revenue heads to be printed according to the Local convenience by the Local Account officers.							The form for "List of payments" will be the same as that of the charge side of the "Cash book," the column for daily total being left blank for use in the Accountant-General's Office, and headed "Head of Service." If any register be wanted for frequent payments this form may be used if no other has been prescribed.	Expenditure Heads to be printed according to the Local convenience by the Local Account officers.			

Form 36.

[See Chap. 18, Art. 318, Vol. I, C. A. C.]

[Land Revenue] Receipts.

Treasury for the month of 191

Date of Receipt.	Number of Chalan.	Date of Sub-Treasury Return.	Name of Treasury.	DETAILED HEADS.												Dally total of each Treasury.			Dally Total carried to Cash Book.		
				R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.
191																					
1st May	70 to 80*	...	Head	7,000	0	0	1,072	0	0	4,000	0	0	12,072	0	0			
	...	April 7	A. pore	1,000	0	0	3,000	0	0	4,000	0	0			
	...	" 30	B. pore	400	0	0	74	0	0	474	0	0			
																			12,546	0	0
2nd May	81 to 86*	...	Head																		
			TOTAL																		

* These entries would be in detail, although here shown in lump sums.

Form 37.

[See Chap. 18, Art. 323 (a), Vol. I, C. A. C.]

[Foolscap or Demy.]

Accountant's Daily Balance Sheet for

191 .

				R	a.	p.
Opening Balance as per last page						
Receipts as per cash book						
Total						
Disbursements as per cash book						
Closing Balance						
Deduct balances in Sub-Treasuries as follows:—						
Sub-Treasury, as per daily sheet of (date)						
Do.	ditto	of				
Do.	ditto	of				
Do.	ditto	of				
Do.	ditto	of				
Do.	ditto	of				
Cash remittances within the district as per following details:—						
From	To	Date of charge in Sub-Treasury sheet or Treasurer's cash book.				
Actual Balance in District Treasury						
Do. (in words)						

Agreed with Treasurer's balance
Sheet.*Accountant.**Treasury Officer.**

* The date and signature should be entered in full.

Form 38.

[See Chap. 18, Art. 323 (b), Vol. I, C. A. C.]

Treasurer's Daily Balance Sheet.

DATE _____ 191 .

Balance brought forward from	191			
Received this day as per Treasurer's Cash Book				
		Total R		
Expended this day as per Treasurer's Cash Book				
		Balance R		

Particulars of Balance.

SPECIFICATION.	UNDER JOINT KEYS OF TREASURY OFFICER AND TREASURER.				Closing balance in the hands of the Treasurer.	TOTAL.
	Opening balance.	Taken out.	Placed under joint locks.	Closing balance.		
	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.
@ ₹10,000 " 1,000 " 500 Government Currency Notes, Home Circle. { " 100 " 50 " 20 " 10 " 5 Total R						
Government Currency Notes of other Circles						
Bank Post Bills						
GOLD.						
Sovereigns						
Half-Sovereigns						
Total R						
SILVER.						
Rupees						
Half-Rupees						
Quarter-Rupees						
Two-anna-pieces						
Total R						
NICKEL.						
One anna pieces						
BRONZE AND COPPER.						
Double piee (copper)						
Single " "						
Half " "						
Pie pieces " "						
Total R						
UNCURRENT.						
Gold, Silver, Copper						
The detail of kind, tale and value, must be given on the reverse— (1) every day for the amounts received that day; (2) on the last working day of each month.						
Total R						
GRAND TOTAL R						
Grand Total (in words)						

Agreed with the Accountant's daily balance sheet, and balance in the hands of the Treasurer inspected.

Treasurer
Date of Signature _____

Officer in charge of Treasury.

1. No uncurrent coins to be left in charge of Treasurer.
2. No more small Silver, Nickel, Bronze and copper to be so left than is required for current use.
3. The whole balance in sole charge of Treasurer is never to exceed his immediate current requirements.
4. This balance sheet is to be signed on the evening of the day itself to which it refers.

Page 407.—Introduce the following as a new Form.38-A, numbering the present Form 38-A as 38-B.

Form 38-A.

[See Chapter 18, Article 305 (Rule 8) Vol. I., C. A. C.]

Register showing the double lock transactions of Cash of the

Treasury dated

191 .

Nature of transactions.	GOVERNMENT CURRENCY NOTES HONOR CIRCULAR.									GOLD.	SILVER.					NICKEL.	BRONZE AND COPPER.				UNCURRENT COIN.					Grand total. Value in Rupees.	Initials of Treasurer.	Initials of Treasury Officer.							
	Rs. 10,000. Value in Rupees.	Rs. 1,000. Value in Rupees.	Rs. 500. Value in Rupees.	Rs. 100. Value in Rupees.	Rs. 50. Value in Rupees.	Rs. 20. Value in Rupees.	Rs. 10. Value in Rupees.	Rs. 5. Value in rupees.	Total. Value in rupees.		Sovereigns. Value in rupees.	Half Sovereigns Value in Rupees.	Total. Value in Rupees.	Rupees. Value in Rupees.	Half Rupees. Value in Rupees.		Quarter Rupees Value in Rupees.	Two anna pieces Value in Rupees.	Total. Value in Rupees.	Double-piece Value in Rupees.	Single-piece. Value in Rupees.	Half-piece. Value in Rupees.	Pie-pieces. Value in Rupees.	Total. Value in Rupees.	Gold. Tale.				Silver. Tale.	Nickel Value in rupees.	Bronze & copper. Tale.	Total. Value in rupees.			
Balance brought forward.																																			
Receipts . . .																																			
Total including balance.																																			
Issues to the Treasurer.																																			
Total issued																																			
Balance carried over																																			

Vol. I, C. A. C.]

on the _____ of _____ 191 ____
on the first working day of each month.

[illegible]

I hereby certify that I have personally ascertained by counting that the balance in the Sadar Treasury, for which I am responsible, amounted on the _____ to the amount shown in column 35 above. I further certify that the bulk of the treasure is kept under double locks, the key of one of which is in the exclusive custody of the Treasury Officer, and that of the other with the Treasurer. I further certify that the balance under single lock with the Treasurer amounted on the above date to _____, and that at no time did the Treasurer hold in his separate custody a sum larger than necessary for the convenient transaction of Government business, or larger than the security given by him. The balances from the Divisional treasuries amounted on the dates specified to _____, which I have received from Sub-Divisional Treasury Officers certificates of the actual verification of those balances.

The balance of the currency chest amounted on the 31st of December 1934 to Rs.

[illegible]

The balance in the small coin depot at _____ amounted on the _____ to \$ _____.

Dated

191

District Officer.

The Treasury notified that it was prepared to Cash Currency notes throughout the month, save on In the case of balances with the Cash of Presidency Banks, the available portion should be shown in column 2 and the details of the unavailable portion in the appropriate columns of the report. No certificate of personal verification is required in respect of this balance.

N.B.—In the Cash Balance Reports of the 30th June, 30th September, 31st December and 31st March the following liabilities should be noted :—

Amount of bills advised, but not paid	Rs.
Do. deposits payable on demand	Rs.

Substitute the following for the existing form :—

Form No. 39.

[See Chapter 9, Article 343 of the C. A. C., Vol. I.]

Register of Pension Payment Orders on..... Treasury.

Number of Pension Payment Order.	Name of Pensioner.	Monthly Amount.	REMARKS.

Form 39.

[See Chap. 9, Art. 348, Vol. I, C. A. C.]

[Condensed by compression of columns; to be printed on ordinary foolscap taken lengthways.]

Register of Pension Payment Orders on _____ *Treasury.*

No. of P. P. O.	Name of each pensioner.	Class of pension.	Monthly amount.	DATE.		Height.	Residence.	Personal marks of pensioners.	REMARKS.
				Govt. order.	Birth.				
			n						

bills are not signed by the Head of the office & corrections marked in red ink are also not ^{initialed} signed. These should be attended to.

8) All receipts that are taken from shopkeepers etc for the amounts sent to them by the medical officer should be endorsed as "paid" & countersigned by him in future.

9) Payees receipts are noted in an Contingent Bill nos 15 & 17 of 1920 and ~~he has~~ ^{they are} certified on the bills as paid by him ~~the Head of the office~~ - This also should be done in future.

10 Register of patients

In this the details for the no. of "Discharged" are not entered through out. The medical officer says that ^{there is} a circular order ~~to~~ ^{has been} received in this connection. If so its ^{extract} may be forwarded.

11) All other accounts are written up to date.

To be typed - duplicate.

No. 1703 of 20
4-11-20

Copy forwarded ~~to~~ ^{by} the medical officer Suman for note & explanation.

Form

[See Chap. 19, Art.

ANNUAL (MOB-

RETURN OF CIVIL PENSIONS EUROPEAN (INCLUDING EURASIAN) PAID
MAINTENANCE NATIVE

Pensions exceeding R _____

[NOTE.—The Return is in three parts—(1) for pensions not exceeding R10 a month; (2) for pension

		PRESENT AGE (LAST									
		0 to 5 inclusive.	6 to 10 inclusive.	11 to 15 inclusive.	16 to 20 inclusive.	21 to 25 inclusive.	26 to 30 inclusive.	31 to 35 inclusive.	36 to 40 inclusive.	41 to 45 inclusive.	
1.—Number of pensioners on the list at end of last year, Heading 9 of last year's Return .											
2.—Deduct the number transferred into the next period of age .											
3.—Add the number transferred from the last period of age .											
4.—Number from the last year thus corrected for age .											
5. <div>NEW NAMES BROUGHT ON THE LIST.</div> { By new pensions .											
6. { By renewal after being struck off											
7. { By transfer from other Offices											
8.—Total of Headings 4 to 7, being total number to be accounted for											
9.—Number on pension List at end of year.											
10. <div>REMOVED DURING THE YEAR.</div> { By transfer to other Offices											
11. { Reported dead											
12. { By non-appearance for six months											
13.—Total of Headings 9 to 12, being total number accounted for .											

*NOTE.—Headings 2 and 3 show the transfers rendered necessary by Pensioners passing from one of the periods next preceding column.

Heading 6.—Enter here any persons who, after being previously entered under Heading 12 of the Service Regulations, are again admitted into the List.

As many of the columns for the lower ages will seldom be required, four columns without any specified

Form 41.

[See Chap. 20, Art. 351, Vol. I, C. A. C.]

[To be printed on royal paper breadthways, and ruled across into separate spaces about $\frac{3}{4}$ inch deep.]

Register of Receipts of _____ Deposits in the month of _____ at _____ Treasury.

Date of receipt.	No. of each deposit.	From whom received.	Nature of Deposit.	Amount of each deposit.	Initials of T. O.	Daily total carried to cash book.	DETAILS OF REPAYMENTS.										Total re-payments.	Lapsed and credited to Government.
							Date.	Amount of each repayment.	Initials of T. O.	Date.	Amount of each repayment.	Initials of T. O.	Date.	Amount of each repayment.	Initials of T. O.	Date.	Amount of each repayment.	Initials of T. O.
				R		R		R			R			R			R	R

Insert the following as a new Form :—

Form 40B.

[See Chap. 3, Art. 28, C. A. Code.]

Return of deaths of European officers (including members of the Civil Service of India) and pensioners,
in _____ for the month of _____

Name.	Date of death.	Place of death.	Occupation at time of death.	Age at time of death.			Place of birth.	Particulars as to family connection.	Address in England of relatives (if known).	Particulars as to property (if any).	Length of service.*	Cause of death.	REMARKS.
				Y.	M.	D.							
													* This information is not required in the case of pensioners.

[See Chap. 20, Art. 358, Vol. I, C. A. C.]

Treasury, Register of Personal Deposits on account of-

[illegible]

The columns could no doubt be more compressed, and so would leave space for a continuation of the account. In one province columns are added, showing the *name* of the remitter or payee, and the object of the transaction; these details are only for the convenience of the administrator of the account, and are open to objection in a mere banking pass book, but need not be objected to.

Form 43.
 [See Chap. 20, Art. 359, Vol. I, C. A. C.]
 [To be printed on open foolscap, two pages.]

416

FORMS.

Register of Daily Receipts and Repayments of Personal Deposits at the _____ Treasury in the month of _____

RECEIPTS.												PAYMENTS.													
Date.	Account No.									Daily total to Cash Book.			Date.	Account No.									Daily total to Cash Book.		
	R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.			a.	p.	R	a.	p.	R	a.	p.	R	a.	p.
1													1												
2													2												
3													3												
4													4												
5													5												
6													6												
7													7												
8													8												
9													9												
10													10												
11													11												
12													12												
13													13												
14													14												
15													15												
16													16												
17													17												
18													18												
19													19												
20													20												
21													21												
22													22												
23													23												
24													24												
25													25												
26													26												
27													27												
28													28												
29													29												
30													30												
31													31												
TOTAL												TOTAL													

A separate column on each side will be assigned to each account, wherein the daily gross receipt and gross charge will be entered from the personal ledger. Thus there will be but one single line in this register for the transactions of all personal ledger accounts each day, and its gross totals will give the figures to pass into the cash book. A page of foolscap has probably breadth enough for nine such accounts; if there be more than one page can accommodate, either the two sides may be separated into different parts of the same volume, the same columns being carried across both pages, or more than one register may be opened, and the totals of the second, third, etc., carried into separate columns of the first.

[To be printed on ordinary foolscap.]

Personal Ledger Account with _____ Sub-Treasury.

The column of "Payment at sub-treasury" is provided under "Orders issued" in order to give space for marking off paid orders and ascertaining whether the total of the orders outstanding agrees with the balance on the books. The balance month by month (the difference between the sums of the two columns of daily totals) should be carried forward to the new month to the column of daily total under "Orders issued." Under "Orders paid," the entries will be made in the order in which the paid orders are received back from the sub-treasury without reference to the period of issue, and the total will be agreed with the total charge in the sub-treasury account; the payments will at the same time be marked off in the issue columns from the original paid orders. The orders may be numbered in a general series for the whole district, but those on each sub-treasury must also be numbered in a separate annual series. The column "value how received" is intended for marks denoting cash or transfer.

Form 45.

[See Chap. 20, Art. 367, Vol. I, C. A. C.]

[To be printed on ordinary foolscap.]

Extract Register of Receipts and Payments of Personal Deposits at the _____ Treasury in the month of _____

ACCOUNTS.	Opening balances.			Receipts of month.			Total credits.		Nos. of Vouchers.	Payments.			Closing balances.		
TOTAL															

Pages 419 and 420, Form 46 and Form 47--

For the existing entries in the counterfoils of these forms
substitute the following:—

Number (in print).....

Date.....

Treasury drawn upon

Amount.....

13th List—1-4-16.

PUNJAB.

Form 46.
[See Chap. 21, Art. 370, Vol. I, C. A. C.]
[Size as per Art. 404, Note 4.]

Supply Bill.

No. 

Treasury.....

Date.....191 .

(SOLE)

PUNJAB.

(SOLE)

To the Bank of Bengal

At sight of this SOLE Bill of Exchange pay to the order of

Rupees

for value received of

R

Treasurer.

Under rupees

Accountant.

In charge of Treasury

FORMS.

419

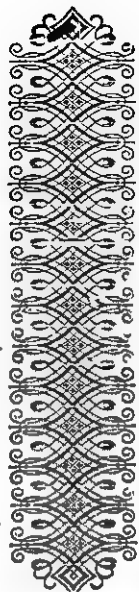
Form 47.

See Chap. 21, Art. 370, Vol. I, C. A. G.
[Size as per Art. 404, Note 4.]Supply Bill.

OFFICE OF THE ACCOUNTANT GENERAL, BENGAL.

FIRST.

No.
 Date
 Payee
 Drawee
 Rupees



..... Treasury Date 191 ..
 (FIRST) (FIRST)
 To the Officer in charge of the Treasury at
 At sight of this FIRST of Exchange (Second Unpaid) pay to the order
 of
 Rupees
 for value received
 R Under Sec. Assistant Accountant General.

OFFICE OF THE ACCOUNTANT GENERAL, BENGAL.

SECOND.

No.
 Date
 Payee
 Drawee



..... Treasury Date 191 ..
 (SECOND) (SECOND)
 To the Officer in charge of the Treasury at
 At sight of this SECOND of Exchange (First Unpaid) pay to the order
 of
 Rupees
 for value received
 R Under Sec. Assistant Accountant General.

Page 421, Form 48—

Substitute the words “ Not Transferable ” for “ Not Negotiable ” in the heading of the Form, and insert the word “ recognised ” before “ bank ” in the foot-note, introduced by the 9th list of corrections dated the 1st July 1915.

[10th list—1-10-15.]

Page 421, Form 48—

For the first five existing entries in the counterfoil of this form *substitute* the following:--

Number (in print).....
Date.....
Treasury drawn upon.....
Amount.....

13th List—1-4-16.

Page 421, Form 48—

Against the words "Not Negotiable", at the heading of the Form of Remittance Transfer Receipt an asterisk may be given with a footnote :—

* "A Remittance Transfer Receipt may be endorsed in favour of a bank for receiving payment on behalf of the payee."

[9th list—1-7-15.]

Remittance Transfer Receipts

Form 48.

[Sec. Chap. 21, Art. 370, Vol. I, C. A. C.]

[Size as per Art. 404, Note 4.]

Remittance Transfer Receipt.

(Not Negotiable.) *

No.

Treasury

Date 191

Date

Payee

Drawee

Rupees

Value received in cash

Do. by transfer



PUNJAB.

To the Officer in charge of the Treasury at

Received from

the sum of Rupees

payable to; (or to be transferred to the credit of)

R

Treasurer.

Under Rupees

Accountant.

Officer in charge of Treasury.

FORMS.

421

Page 423, Form 50—

Change the wording of the last column of the existing form to "Date of payment" and *add* the three following additional columns:—

"Amount paid", "Initials of the Treasury Officer making payment and "Remarks".

Also *add* the following as footnotes 'under this form :—

NOTE 1.—"When a bill is under special authority endorsed for payment at a sub-treasury, the date of such endorsement and the name of the sub-treasury should be entered in the column 'Remarks.'".

NOTE 2.—"When a cash order on a sub-treasury is issued in payment of a bill under the Note to Article 390, the date of the cash order and the name of the sub-treasury should be entered in the column 'Remarks.'".

Form 50.

[See Chap. 21, Art. 378, Vol. I, C. A. C.]

[Full-size form.]

ADVICE LIST.

To

THE OFFICER IN CHARGE OF THE TREASURY

AT

SIR,

I beg to advise having to-day issued upon you the under-noted supply bills and remittance transfer receipts amounting to R*

TREASURY

The 191 .

Officer in charge of Treasury.

Special.	NUMBERS.		To whom payable.	Amount.			Initials of Treasury Officer checking issue.	Date of last issue within the last three years.	Date of payment to be noted in this column.							
	PRINTED (OR GENERAL).															
	Supply Bills.	Transfer Receipts.														
				R	a.	p.										

* Total to be entered in words.

FORMS.

423

Page 424, Form 51,—

Omit the words 'or 148C (1)' in the second footnote of this form.

[19th List—1-10-17]

[Condensed form.]

List of * _____ drawn upon Treasuries in other Provinces by the _____ Treasury of
the Presidency of _____ during the month of _____ 191 .
Province

Date of Bill.			Number (printed or general).			Under what authority issued. †			To whom granted.			To whom payable.			Treasury drawn upon.					
AMOUNT OF BILL DRAWN ON TREASURIES UNDER THE GOVERNMENT OF																				
Rs.			India.			Central Provinces.			Burma.			Assam.			Bengal.			Bihar and Orissa.		
a.						United Provinces of Agra and Oudh.			Punjab.			Madras.			Bombay.					
p.						Daily total carried to Cash Book.			Premium charged on issue of bills.			REMARKS.								

† See note under Form 51.

Form 53.

[See Chap. 21, Art. 387, Vol. I, C. A. C.]

[Full-size form. This form should be printed on foolscap.]

Check Register of Bills payable drawn by the _____ Treasury of the _____ Presidency.
Province.

DATE OF BILL.	NUMBERS.		Amount of Bill.	Date of payment.	Remarks.	Amount paid.		
	Special (or District).	PRINTED (OR GENERAL).						
		Supply Bill.				Transfer Receipt.	R	a.

When a bill is under special authority as contained in Appendix D endorsed for payment at a sub-treasury, the date of such endorsement and the name of the sub-treasury should be entered in the column of Remarks. When a cash order on a sub-treasury is issued in payment of bill under note to Article 390, Civil Account Code, the date of the cash order or the name of the sub-treasury should be entered in the column of Remarks.

Page 426, Form 53—

Cancel this Form.

13th List—1-4-16.

[See Chap. 21, Art. 395, Vol. I, C. A. C.]
[Full-size form.]

Register of _____ drawn by Treasuries in the Punjab on the _____
Treasury of that Province and cashed from _____ to _____

[illegible]

* Here insert Supply Bills or Remittance Transfer Receipts as the case may be.

FORMS.

427

Form 56.

[See Chap. 21, Art. 404, Vol. I, C. (A. C.)]

Indent for Supply Bill (or Remittance Transfer Receipt) forms required for use of the Treasury at _____

Description of Form.	Issued in the past twelve months.	Spoilt and returned after defacement in the past twelve months.	Balance in store.	Last number in store.	Indented for.
Original on Bank of Bengal .					
Do. on other Treasuries .					
Duplicates					

Form 57.

[See Chap. 22, Art. 410, Vol. I, C. A. C.]

Budget Estimate of Expenditure to be provided for by Payment-Orders.

							R
Item on page	(name	item)	3,00,000
Item on page 24	(name	item)	2,50,000
	and so on		2,50,000
						TOTAL	8,00,000
	Add 20 per cent.		1,60,000
							9,60,000
Namely, for fixed charges	6,00,000
other "	3,80,000
							9,60,000

Page 430, Form 57.—

Cancel this Form.

[20th List —2-1-18.]

Form 58A.

¹²[See Chap. 22, Art. 419, Vol. I, C. A. C.]

The _____ 191 .

To

THE ASSISTANT COMMISSIONER,
NORTHERN INDIA SALT REVENUE.

The last salt receipt issued for _____ salt during the month of _____ 191____, was No. _____ Sudder Treasury.

Ditto, was No. _____ Tahsil.

Ditto, was No. _____ do.
_____ do.

Treasury Officer.

For 58B.

[See Chap. 22, Art. 419, Vol. I, C. A. C.]

- Salt

CONSOLIDATED TREASURY RECEIPT.

TREASURY.

The _____ 191 .

Received on account of Northern India Salt Revenue the sum of Rupees _____
as detailed below, for which credit has been given in the Treasury Account for 191 .

From the Northern India Salt Revenue Officer—

Price
Excise duty on salt
Through Traffic receipts
Fines and forfeitures
Fees and Licenses of saline works.
Miscellaneous

From the Public—

Price	
Excise duty on salt	
Hakim Cess	
Through Traffic receipts	
Fees and Licenses of saline works.	
Miscellaneous	

TOTAL RUBBES

To

Treasury Officer.

Northern India Salt Revenue

Form 59A.

[See Chap. 22, Art. 425A, Vol. I., C. A. C.]

Register of sums paid into the _____ Treasury by traders and others for credit of the Bombay Salt Department
Statement during the month of _____ 191 .

NO. AND DATE OF INDENT.		NAME AND ADDRESS OF TRADER.		QUANTITY OF	PRICE PAID.							REMARKS.
No.	Date.	Name.	Address.	Salt, maund.	Duty at R 1 per maund.	Ground rent at 8 pies per maund.	Cost price at 2½ annas per maund.	Haulage charges at 6 pies per maund.	Sewing charges at 2 pies per maund.	Bagging charges at 1 anna 9 pies per maund.	TOTAL.	
					R	R	R	R	R	R	R	

FORMS.

433

Pages 435-436

Insert the following new Forms 60 C to 60 T between Forms 60 B and 61.

[11th list, 15-10-15.]

Form 60-C.

[See Chap. 23-A, Art. 448-A, para. 24, Vol. I, C. A. C.]

FOREST DEPARTMENT, BENGAL, DARJEELING DIVISION.

Application for Credits on the undermentioned Treasuries to meet anticipated Expenditure during the 2nd quarter ending 30th September 1884.

Details of the Budget heads. (1)	BUDGET HEADS. (2)	Amount. (3)	REMARKS. (4)
AI	Timber and other produce removed from the forests by Government agency	R 3,000	Fuel works.
AII	Timber and other produce removed from the forest by consumers or purchasers	...	
AIII	Drift and waif wood and confiscated forest produce	50	Stacking and carriage of confiscated timber.
AIV	Revenue from forests not managed by Government	...	
AV	Rent of leased forests and payments to shareholders in forests managed by Government	...	
AVI	Live-stock, stores, tools and plant	250	Carts for fuel work.
AVII	Communications and buildings	1,600	R { Goompahar road . 1,000
AVIII	Organisation, improvement, and extension of forests	1,850	{ Forest house . 600
AIX	Miscellaneous	200	{ Demarcation . 300
BI	Salaries	2,700	{ Plantation works . 800
BII	Travelling allowances	250	{ Other works . 250
BIII	Contingencies	300	
	TOTAL ANTICIPATED EXPENDITURE	10,200	
To be granted as follows:—			
On Darjeeling Treasury	R . . .	9,000	
On Kurseong Sub-Treasury	R . . .	500	
On ——— Ditto	R . . .		
On ——— Ditto	R . . .		
TOTAL CREDITS APPLIED FOR		9,500	
MEMO. OF BALANCE ESTIMATED TO BE IN HAND ON 30TH JUNE 1884.			
	Cash R200 . . .		
Drawing account, Darjeeling Treasury,	R500 . . .		
Ditto, ——— Ditto, R . . .			
Ditto, ——— Ditto, R . . .			
Ditto, ——— Ditto, R . . .		700	
	TOTAL	10,200	

DARJEELING: }
The 1st June 1884. }

Deputy Conservator of Forests,
Darjeeling Division.
[11th List, 15-10-15.]

Form 60-E.

[See Chap. 23-A., Art. 448-A., para. 28, Vol. I, C. A. C.]

FOREST DEPARTMENT, BENGAL, DARJEELING DIVISION.

Dr. *Account Current with the Darjeeling Treasury for the quarter ending 30th June 1884.*

Cr.

Date (1)	Letters of Credit. (2)	Amount. (8)	Date. (4)	No. of Cheque. (5)	Particulars of Cheques. (6)	Amount. (7)
		£ a. p.				£ a. p.
1st April	No. 5 of 20th March 1884	6,000 0 0	1st April	799	— Contractor. Advance	1,090 0 0
			15th "	890	— Forest Ranger. Advance for works	250 0 0
			30th "	1351	— Ditto Ditto	150 0 0
			1st May	1052	Self for current divisional expenses	1,000 0 0
			10th "	1053	— Ditto Ditto	1,500 0 0
			20th "	1054	— Contractor. Advance	100 0 0
			29th "	1055	— Forest Ranger. Advance for works	150 0 0
			1st June	1056	Self for current divisional expenses	1,000 0 0
			30th "	1057	Treasury Officer, Darjeeling. Revenue	100 0 0
			30th "	1058	— Forest Ranger. Advance for works	150 0 0
					Balance undrawn on June 30th	5,400 0 0
						600 0 0
	TOTAL	6,000 0 0			TOTAL	6,000 0 0
	DARJEELING; } The 30th June 1884. }				Deputy Conservator of Forests, Darjeeling Division.	
1st July	Balance of No. 5 of 20th March 1884.	600 0 0				
	No. 24 of 16th June 1884.	9,000 0 0				

FOREST DEPARTMENT, BENGAL, DARJEELING DIVISION

Register of Cheques drawn during June 1884.

DARJEELING :
The 30th June 1884. }

*Deputy Conservator of Forests,
Darjeeling Division.*

[11th List, 15-10-15.]

Page 435 (Forms)—

Cancel Form No. 60-G.—

Introduce the following as a footnote under Form No. 60-I—

“Certified that the balance in my hands on amounted by actual count to Rupees as shown above, and that I am personally responsible that the said balance was actually in my custody.”

(21st List—2-4-18.)

Form 60-G.

[See Chap. 23-A, Art. 448-A, para. 19, Vol. I, C.A.C.]

FOREST DEPARTMENT, BENGAL,

Cash Balance Report of the Darjeeling Division on the last day of June

						₹		
GOVERNMENT CURRENCY NOTES	{	At Rupees 1,000		
		" " 500		
		" " 100		
		" " 50	.	.	.	50	0	0
		" " 20	.	.	.	20	0	0
		" " 10	.	.	.	20	0	0
	{	" " 5	.	.	.	15	0	0
TOTAL CURRENCY NOTES						105	0	0
SILVER	{	Rupees	.	.	.	44	0	0
		Half Rupees	.	.	.	1	0	0
		Quarter Rupees	.	.	.	2	0	0
		Two-anna pieces	.	.	.	1	0	0
COPPER	{	Double pice	.	.	.	1	8	0
		Single pice	.	.	.	0	8	0
		Half-pice
		Pie pieces
TOTAL CASH IN HAND						50	0	0
GRAND TOTAL						155	0	0

I hereby certify that the balance in my hands amounted, on the 30th June 1884, to Rupees one hundred and fifty five only, as shown above, and that I am personally responsible that the said balance was actually in my custody.

*Deputy Conservator of Forests,
Darjeeling Division.
[11th List, 15-10-15.]*

Cash Book of _____, Deputy Conservator of

No. (2)	PARTICULARS. (3)	Receipts. (4)	Head of Service. (5)
		<i>R a. p.</i>	
	Cash Balance brought forward	100 0 0	
1	To Cheque No. 1056 on Darjeeling Treasury	1,000 0 0	Remittance.
2	To received by sale of 100 cubic feet oak scantling, at R 1 per cubic foot, from Goompahar Depôt, to Executive Engineer, Darjeeling Division, as per Acceptance No. 10, dated 1st June 1884	100 0 0	I a.
4th	3 To 500 maunds firewood delivered to J. Jones, Esq., Darjeeling, from Darjeeling Depôt, at R25 per 100 maunds	125 0 0	I b.
4th	4 To received from Bam Bux, price of one chestnut tree from Tukdah Range, Poomong Block, at R20	20 0 0	II a.
4th	5 To recovered by work done, from Roop Sing, contractor, balance in full of Cr. Item No. 42 of 15th February 1884 R185 8 0 and in part Cr. Item No. 60 of 20th March 1884 „ 211 8 0	350 0 0	Forest Advances.
4th	6 To one prismatic compass supplied by the Mathematical Instrument Department, as per Bill No. 15, dated 20th May 1884	50 0 0	Book Transfer.
5th	7 To received from Mr. _____, Deputy Conservator of Forests, Darjeeling Division, his subscription to the Uncovenanted Service Family Pension Fund for June 1884, by deduction from pay bill	20 0 0	Service Funds.
5th	8 To recovered in cash from _____, Forester, being amount disallowed in Objection Statement to accounts for April 1884, on Item No. 27, on account of excess travelling allowance	10 0 0	Recovery of service payments.
5th	9 To recovered in cash from _____, Forest Ranger, being amount disallowed in Objection Statement to accounts for March 1884, on Item No. 12, on account of excess leave allowance	5 0 0	V b.
30th	10 To recovered from _____, Forest Ranger, by expenditure incurred in Goompahar Range, from 26th May to 25th June 1884, balance in full of Cr. Item No. 35 of 20th April 1884 R 120 0 0 and in full Cr. Item No. 15 of 15th May 1884 „ 80 0 0	200 0 0	Forest Advances.
30th	11 To revenue collected in the Goompahar Range, from May 26th to June 25th, 1884	1,000 0 0	Remittance.
30th	12 To Cheque No. 1057 on Darjeeling Treasury	100 0 0	
30th	13 To „ „ 1058 „ „ „ „	150 0 0	Idto.
	TOTAL	3,230 0 0	

DARJEELING: }
The 30th June 1884. }

60.H.

Paras. 2 and 20. Vol. I., C., A. C.]

Forests, Darjeeling Division, Bengal, for the month of June 1884.

Ct.

Date. (6)	No. of		PARTICULARS. (9)	Disburse- ments. (10)	Head of Service. (11)
	Item. (7)	Vou- cher. (8)			
				<i>R a. p.</i>	
1st	1	1	By paid part of Divisional Office Establish- ment pay for May 1884	50 0 0	<i>B I d.</i>
1st	2	2	By paid part pay of Forest Establishment for May 1884	300 0 0	<i>B I c.</i>
2nd	3	3	By Book Transfer to Executive Engineer, Darjeeling Division, for oak scantling supplied Bill No. 5, as per Acceptance No. 10, dated 1st June 1884	100 0 0	<i>Book Transfer.</i>
4th	4	4	By paid Roop Sing, contractor, for delivering at Darjeeling Deptt 1,600 maunds firewood, at R17 per 100 maunds R272 0 0 and 156 maunds charcoal, at 8 annas per maund 78 0 0	350 0 0	<i>A I b.</i>
4th	5	5	By paid by Book Transfer to Mathematical Instrument Department, price of one prismatic compass, as per Bill No. 15 of 20th May 1884	50 0 0	<i>A V I c.</i>
5th	6	6	By paid pay of Mr. ———, Deputy Conser- vator of Forests for May 1884	500 0 0	<i>B I b.</i>
5th	7	1	By paid balance of Divisional Office Estab- lishment pay for May 1884	25 0 0	<i>B I d.</i>
5th	8	7	By revenue paid into Darjeeling Treasury, as per Chalan No. 80 of this date	150 0 0	<i>Remittance.</i>
30th	9	8G to 18G	By expenditure incurred by ———, Forest Ranger, in Goompahar Range, as per his accounts from 26th May to 25th June 1884	300 0 0	
30th	10	14G to 16G	By amount of revenue of the Goompahar Range, remitted to Darjeeling Treasury— { Chalan No. 65 of 4th, R100 0 0 " " 85 of 6th, " 600 0 0 " " 105 of 24th, " 150 0 0	850 0 0	<i>Ditto.</i>
30th	11	17G	By amount of revenue of the Goompahar Range, remitted to Kurseong Tahsil, Darjeeling District, as per Chalan No. 15 of 15th June 1884	50 0 0	<i>Ditto.</i>
30th	12	18	By revenue paid into Darjeeling Treasury by Cheque No. 1057, as per Chalan No. 120 of 30th June	100 0 0	<i>Ditto.</i>
30th	13	19	By amount advanced to ———, Forest Ranger, Goompahar Range, for current expenses	150 0 0	<i>Forest Advances.</i>
30th	14	20	By paid Mr. ———, Deputy Conservator of Forests, Darjeeling Division, the amount of his travelling allowance bill for May 1884	100 0 0	<i>B I I b.</i>
TOTAL				3,075 0 0	
Cash balance in hand on 30th June 1884				155 0 0	
GRAND TOTAL				3,230 0 0	

Deputy Conservator of Forests,

Darjeeling Division.

[11th List, 15-10-16.]

Form

[See Chap. 23A, Art. 448A.]

Dr. *Cash Account of* _____, *Deputy Conservator of*

Date.	No. of Item.	PARTICULARS.	Receipts.	Head of Service.
(1).	(2)	(3)	(4)	(5)
		Cash balance brought forward .	R a. p. 100 0 0	
		To cheques drawn, as per details in form No. 60-F, submitted	1,250 0 0	Remittance.
4th	6	To one prismatic compass supplied by the Mathematical Instrument Department, as per Bill No. 15, dated 20th May 1884	50 0 0	Book Transfer.
5th	7	To received from Mr. _____, Deputy Conservator of Forests, Darjeeling Division, his subscription to the Uncovenanted Service Family Pension Fund for June 1884, by deduction from pay bill	20 0 0	Service Funds.
		To recoveries from contractors and disbursers, as per details in Form No. 60-O, attached	550 0 0	Forest Advances.
5th	8	To recovered in cash from, _____ Forester, being amount disallowed in Objection Statement to accounts for April 1884 on Item No. 27, on account of excess travelling allowance	10 0 0	Recovery of service payment.
		To revenue received during the month, as per details in Form No. 60-P, attached	1,250 0 0	IX. - Forests.
		TOTAL .	3,230 0 0	

The following Statements,

Form No. 60-P, with

Form No. 60-Q, with

Form No. 60-O, with

(NOTE.—Blank returns should not be submitted, but a note made

Total Rupees three thousand two

Certified that the lump sums shown agree with

Subsidiary returns concerned.

DARJEELING: }

The 5th July 1884. }

No. 60 I.

Paras. 20 and 48, Vol. I, C. A. C.]

Forests, Darjeeling Division, Bengal, for the month of June 1884.

Cr.

Date.	No. of		PARTICULARS.	Disbursement.	Head of Service.
	Item.	Voucher.			
(6)	(7)	(8)	(9)	(10)	(11)
				<i>R a. p.</i>	
			By revenue paid into treasuries, as per details in Form No. 60-Q. attached.	1,150 0 0	Remittance.
2nd	3	3	By book transfer to Executive Engineer, Darjeeling Division, for oak scantling supplied, Bill No. 5, as per acceptance No. 10, dated 1st June 1884	100 0 0	Book Transfer.
30th	By amount of advances made to contractors and disbursers, as per details in Form No. 60-O attached	150 0 0	Forest Advances.
			By expenditure charged during the month, as per detail in Form No. 60-P attached	1,675 0 0	11—Forests.
			TOTAL	3,075 0 0	
			Cash balance in hand on 30th June 1884	155 0 0	
			GRAND TOTAL	3,230 0 0	

etc., are attached :—

Vouchers.

Chalans.

Vouchers.

at foot of this statement of the Forms that are blank.)

hundred and thirty only.

the details in the Cash Book and also with other

Deputy Conservator of Forests,

Darjeeling Division

[11th. List, 15-10-15.]

Form 60-J.

[See Chap. 23-A, Art. 448-A, Para. 32, Vol. I., C. A. C.]

*Forest and Dept**Return of changes in the Subordinate Office Establishments sanctioned**Temporary**by the Conservator of Forests during the month of 189 .*

Division.	Name of Subordinate.	Appointment, or change in rank.	Pay.			Communicated to Divisional Officer in Letter		Remarks.
						No.	Date.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
			R	a.	p.			

DATED _____

Conservator of Forests.

The _____ 189 .

[11th List 18-10-15].

Form 60-JJ.

[See Chap. 23-A, Art. 448-A, Para. 32, Vol. I., C. A. C.]

Return of leave granted to the Subordinate establishment by the Conservator of
Office

Forests _____ Circle during the month of _____ 190 .

DIVISION.	Name and rank of absentee.	Pay of absentee.	NATURE OF ABSENCE.			Leave allowances.	Name and substantive rank of every person acting by reason of the absence.	Substantive pay of acting officers.	Acting allowance.	Total of Columns 5 and 8.	REMARKS. *The full chain of acting arrangements should be shown together with the name of the Division to which each of the acting officer is attached.
			Kind.	Period.	Date.						
(1)	(2)	(3)				(5)	(6)	(7)	(8)	(9)	(10)
						R a. p.		R a. p.	R a. p.	R a. p.	

DATED _____

Conservator of Forests.

The ~ 190 .

Form 60-K.

[See Chap. 23-A, Art. 448-A, Para. 5, Vol. I, C. A. O.]

FOREST DEPARTMENT, BENGAL.

BILL No. 5 }
OF 1884-85. }

Head of Service, P. W. D.

{ VOUCHER No. 3
{ OF JUNE 1884.

The Executive Engineer, Darjeeling Division _____ D.R.

To the Deputy Conservator of Forests, Darjeeling Division.

Dates. (1)	Items. (2)	Amount. (3)			Total. (4)		
		R	a.	p.	R	a.	p.
May 25th .	100 cubic feet of oak scantling at R 1 per cubic foot.	100	0	0	100	0	0

DARJEELING: }
The 25th May 1884. }

*Deputy Conservator of Forests,
Darjeeling Division.*

Accepted for Rupees (100) one hundred only. Credit for this amount will be given in the accounts for the month of June 1884.

No. 10.

DARJEELING :
The 1st June 1884. }

Executive Engineer,
Darjeeling Division.

P. 2

[11th List, 15-10-13]

Form 60-L.

[See Chap. 23-A, Art. 448-A, Paras. 5 and 9, Vol. I, C. A. C.]

HEAD OF }
SERVICE. } A VII a.

FOREST DEPARTMENT, BENGAL, DARJEELING DIVISION.

{ VOUCHER No. 11g
{ OF JUNE 1884.

Daily labour on making bridle-path in Poobong block, Goompahar Range, from 15th to 24th June 1884.

PARTICULARS OF WORK. (1)	PROGRESS.			Description of labour and materials. (5)	No. (6)	RA.		AMOUNT.						SIGNATURES OR REMARKS. (11)
	Previous. (3)	Now exhibited. (3)	Total (4)			At (7)	Per (8)	Per Item. (9)			Per work (10)			
								Rs	a.	p.	Rs	a.	p.	
Excavating path from Goompahar to Poob- ong. Conservator's sanction No. 5 of 1884-85.	2 miles 62 chains.	37 chains.	3 miles 19 chains.	Men . . .	240	4 as.	day	60	0	0	60	0	0	Paid through Ram Sing, Mate.
TOTAL											60	0	0	

This amount of Rupees sixty has been disbursed by me.

Passed for Rupees (₹) sixty only.

GOOMPANHAR;
The 24th June 1884. }

Forest Ranger,
Deputy Conservator of Forests,
Darjeeling Division.

[11th List, 15-10-15.]

Form 60-M.

[See Chap. 23-A, Art. 448-A, Paras. 5 and 39, Vol. I, C. A. C.]

FOREST DEPARTMENT, BENGAL, DARJEELING DIVISION.

HEAD OF SERVICE, }
A I b. }

{ VOUCHER No. 4 of
JUNE 1884.

Particulars. (1)	Amount. (2)		
	R	a	p.
Delivering in Darjeeling Depot—			
1,600 mds. firewood at R17 0 0 per 100 mds.	272	0	0
166 „ charcoal „ 8 0 0 „ md.	78	0	0
TOTAL	350	0	0

Received the above amount } *In part adjustment of advances outstanding against me*
of R350. } *(Sd.) ROOP SINGH, Contractor.*

[This amount of R350 (three hundred and fifty) has been disbursed by me.]

DARJEELING: }
The 4th July 1884. }

Passed for R(350) three hundred and fifty only.

Deputy Conservator of Forests,
Darjeeling Division.
[11th List, 15-10-15.]

Form 60-N.

[See Chap. 23-A., Art. 448-A., Para. 42, Vol. I., C. A. C.]

CONTRACTOR'S AND DISBURSERS' LEDGER.

Account No. 5.

Dr.

Roop Singh, Contractor, in account with Darjeeling Forest Division.
Delivery of Firewood at Darjeeling. Contract dated 1st January 1884.

Date. (1)	Cash book Cr. item No. (2)	Particulars of advances made. (3)	Amount. (4)	Date. (5)	Cash book Dr. item No. (6)	Particulars of advances recovered. (7)	Amount. (8)
1st April 1884	...	To balance brought forward— Part Cr. item No. 42, dated 15th, February 1884 185 8 0 Full Cr. item No. 60, dated 20th March 1884. 500 0 0 TOTAL 635 8 0	R a. p. 635 8 0	4th June 1884	5	By value of work done, as per Cr. item No. 4 350 0 0	R a. p. 350 0 0
				30th June 1884	...	Balance 285 8 0	285 8 0
			635 8 0				
			635 8 0				
1st July 1884	...	To balance brought forward— Part Cr. item No. 60, dated 20th March 1884 285 8 0	285 8 0			Signed Deputy Conservator.	

Account No. 6.

Dr.

Mr. I, Forest Ranger, Disburser, in account with Darjeeling Forest Division.

Cr.

Current expenses in Goompahar Range.

Date. (1)	Cash book Cr. item No. (2)	Particulars of advances made. (3)	Amount. (4)	Date. (5)	Cash book Dr. item No. (6)	Particulars of advances recovered. (7)	Amount. (8)
1st June 1884	...	To balance brought forward— Part Cr. item No. 35, dated 28th April 1884. 120 0 0 Full Cr. item No. 15, dated 15th May 1884 80 0 0 TOTAL 200 0 0	R a. p. 200 0 0	30th June 1884	10	By expenditure incurred, as per account from 26th May to 25th June 1884 300 0 0 Less—Expended out of revenue 100 0 0 Balance 200 0 0	R a. p. 200 0 0
30th June 1884	13	Advanced 150 0 0	150 0 0	30th June 1884	...	Balance 150 0 0	150 0 0
			350 0 0				
1st July 1884	...	To balance brought forward— Full Cr. item No. 13, dated 30th June 1884 150 0 0	150 0 0			Signed Deputy Conservator.	

[11th List, 15-10-15.]

Form 6C-O.

[See Chap. 23-A, Art. 448-A, Paras. 46, 47, and 50, Vol. I., C. A. C.]

FOREST DEPARTMENT, BENGAL, DARJEELING DIVISION.

Abstract of entries in the Contractors' and Disbursers' Ledger during June 1884.

Abstract of entries in the

Number of Accountant's Ledger.	NAME AND BANK.	Particulars of Work.	DEPARTMENT DEBTOR.						DEPARTMENT CREDITOR.						BALANCE DUE.				REMARKS.										
			Balance due from last month.	Nos. of Dr. Items in Cash Book.	Nos. and Dates of Original Items of Payments now recovered.	Recoveries in cash or value of supplies or work done during the month.	TOTAL.	Balance outstanding from last month.	Nos. of Cr. Items in Cash Book.	Payments during month.	TOTAL.	Contractor By Disbursor.	Contractor To Disbursor.																
														(1)	(2)	(3)	(4)	(5)		(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)															
			R.	a.	p.		R.	a.	p.	R.	a.	p.	R.	a.	p.	R.	a.	p.											
6	Roop Singh	Delivering firewood at Darjeeling.	5 No 1, dated 5th May 1884.	350	0	0	350	0	0	635	8	0										
7	Peer Bux	Collecting seeds	25	0	0										
		TOTAL CONTRACTORS	350	0	0	350	0	0	660	8	0										
8	Mr. Forest Ranger	Disburser, Goompahar Range	10 No. 4, dated 10th May 1884.	200	0	0	200	0	0	200	0	0	13	150	0	0	350	0	0	150	0	0
9	Babu E. Forester.	Disburser, Tukdah Range.	100	0	0	100	0	0	100	0	0
		TOTAL DISBURSERS	200	0	0	200	0	0	800	0	0	...	150	0	0	450	0	0	250	0	0
		TOTAL	550	0	0	550	0	0	960	8	0	...	150	0	0	1,110	8	0	560	8	0

DARJEELING:
The 5th July 1884.

Deputy Conservator of Forests,
Darjeeling Division.
[11th List, 15-10-15.]

[See Chapter 23-A, Art. 448-A, Paras

FOREST DEPARTMENT, BENGAL, DARJEELING DIVISION.

Classified Abstract of Revenue and Expenditure during June 1884.

NOTE.—The items in this Abstract should be arranged in accordance with the prescribed Budget heads and sub-heads.

No. of Item in Cash Book.	Items.	Amount.	Total of Budget sub-head.	REMARKS.
(1)	(2)	(3)	(4)	(5)
	REVENUE—			
	<i>I. a.</i>	<i>R a. p.</i>	<i>R a. p.</i>	
2	Price of 60 pieces, 100 cubic feet, oak scantling at Rs per c. ft., sold from Goompahar depôt to Executive Engineer, Darjeeling Division, as per acceptance No. 10, dated 1st June 1884	100 0 0		
11	Price of 14 chestnut logs containing 550 c. ft., at Rs-8-0 per c. ft., sold from Poobong Block, to Karim Bux	280 0 0	380 0 0	<i>I. a.</i>
	<i>I. b.</i>			
8	Price of 500 maunds firewood sold to J. Jones, Esq., from Darjeeling depôt, at Rs25 per 100 maunds	125 0 0		
11	Price of 200 maunds of charcoal sold to Dhubeer from Goompahar depôt, at Rs1 per maund	200 0 0	325 0 0	<i>I. b.</i>
	<i>I. c.</i>			
11	Price of 2,500 bamboos sold from Goompahar depôt, at Rs2 per 100, to various persons	50 0 0	50 0 0	<i>I. c.</i>
	<i>II. a.</i>			
4	Price of one chestnut tree sold from Tukdah Range Poobong Block, to Ram Bux, — Permit No. 51	20 0 0		
	Price of 500 cubic feet dry oak wood sold from Goompahar Range, Poobong Block, at 8 annas per cubic foot to various persons	250 0 0	270 0 0	<i>II. a.</i>
	<i>II. b.</i>			
11	Permit Nos. 25 to 30, for 40 cooly loads of dry wood from Goompahar Range, Poobong block, at 8 annas per cooly load	20 0 0	20 0 0	
	<i>II. c.</i>			
11	Grazing of 480 bullocks in Chongtong Block, Goompahar Range, during June, at 4 annas per head	120 0 0	120 0 0	
	<i>II. d.</i>			
11	Permits Nos. 31 to 40 for cane from Poobong Block, Goompahar Range, during June 1884, at Rs6 per permit	60 0 0	60 0 0	<i>II. d.</i>
	<i>III.</i>			
11	Price of 28 seers confiscated rubber sold from Goompahar depôt by auction	20 0 0	20 0 0	<i>III.</i>
	<i>V. b.</i>			
9	Recovery from —, Forest Ranger, amount disallowed in Objection Statement for March 1884, on item No. 12, on account of excess leave allowance	5 0 0	5 0 0	<i>V. b.</i>
	TOTAL REVENUE		1,250 0 0	One thousand two hundred and fifty only.

60-P.

21, 36, 48 and 55, Vol. I., C. A. C.]

NO. IN CASH BOOK OF		Items. (3)	Amount. (4)	Total of Budget sub-head. (5)	REMARKS. (6)
Item. (1)	Voucher: (2)				
		EXPENDITURE A. I. a.			
18	10-G	Paid Singbo, sawing and delivering in Goompahar depôt 4,500 running feet inch-planking, at Rs 4 per 100 feet	180 0 0	180 0 0	A. I. a.
4	4	A. I. b. Paid Roop Singh, contractor, delivering in Darjeeling depôt 1,600 maunds firewood, at Rs 17 per 100 maunds	850 0 0	850 0 0	A. I. b.
9	13-G	A. III. Paid carriage of 100 cubic feet confiscated oak scantling to Goompahar depôt, distance 5 miles, by contract	10 0 0	10 0 0	A. III.
...	5	A. VI. c. Paid Mathematical Instrument Department price of a prismatic compass, Bill No. 15 of 29th May 1884	50 0 0	50 0 0	A. VI. c.
9	11-G	A. VII. a. Paid daily labour, through Ram Singh, for earth-work on bridle path in Poobong Block, 37 chains, Conservator's sanction No. 5 of 1884-85	60 0 0	60 0 0	A. VII. a.
9	8-G	A. VIII. e. Paid temporary establishment on Poobong Plantation for May 1884	45 0 0	45 0 0	A. VIII. e.
		TOTAL A	...	695 0 0	
6	8	B. I. b. Paid Mr. —, Deputy Conservator of Forests, pay for May 1884	500 0 0	100 0 0	B. I. b.
2	2	B. I. c. Paid part pay of Forest establishment for May 1884	300 0 0	300 0 0	B. I. c.
1 and 7	1	B. I. d. Paid pay of office establishment for May 1884	75 0 0	75 0 0	B. I. d.
14	20	B. II. b. Paid travelling allowance bill of Mr. —, Deputy Conservator, for May 1884	100 0 0	100 0 0	B. II. b.
9	12-G	B. II. c. Paid travelling allowance bill of —, Forester, Goompahar Range, for April 1884	4 0 0	4 0 0	B. II. c.
9	9-G	B. III. e. Paid bearing postage on 10 covers	1 0 0	1 0 0	B. III. e.
		TOTAL B	...	980 0 0	
		GRAND TOTAL EXPENDITURE	...	1,675 0 0 One thousand six hundred and seventy-five only.	

Deputy Conservator of Forests,
Darjeeling Division.

DARJEELING;
The 5th July 1884. }

NOTE.—The certificate required by article 443-A, Para. 48, will invariably be attached to the Classified Abstract of expenditure forwarded to the Accountant General.

(i) Sufficient details should be given in column 3 to enable the charges to be at once understood and checked.

(ii) The authority for charges lying outside the powers of sanction of the officer submitting the accounts should invariably be quoted in the "remarks" column.

(iii) Whenever expenditure on any work is spread over two or more months, the total previous expenditure on such work should be noted in the remarks column before beginning to enter the items expended during the month.

[11th List, 15-10-15.]

Form 60-Q.

[See Chap. 23-A, Art. 448-A, Para. 48, Vol. 1, C. A. C.]

FOREST DEPARTMENT, BENGAL, DARJEELING DIVISION.

Schedule of Remittances of Revenue to Treasuries during June 1884.

Date when remitted. (1)	Number item or Chalan. (2)	Name of Treasury. (3)	By whom remitted. (4)	Amount. (5)	REMARKS. (6)
5th .	7	Darjeeling	150 0 0	
30th .	14-G.	Ditto	100 0 0	
	15-G.	Ditto	600 0 0	
	16-G.	Ditto	150 0 0	
	17-G.	Kurseong Tahsil	50 0 0	
	18	Darjeeling	100 0 0	Cheque No. 1.
			TOTAL	1,150 0 0	
				One thousand one hundred and fifty only.	

*Deputy Conservator of Forests,
Darjeeling Division.*

+ DARJEELING; }
The 5th July 1884.

[11th List, 15-10-15.]

Form 60-R.

[See Chap. 23-A. Art. 448-A, Para. 36, Vol I, C. A. C.]

FOREST DEPARTMENT, BENGAL, DARJEELING DIVISION.

Record of Sanctioned Works.

FOREST RANGE— (1)	Goompahar.
NATURE OF WORK— (2)	Construction of bridle-path in Poobong Block.
NUMBER AND DATE OF SANCTION— (3)	5. of 10th April 1884, of Conservator.
AMOUNT SANCTIONED— (4)	R250.

Month. (1)	Particulars of Expenditure. (2)	Amount. (3)		
		R	a	p.
April 1884	Item No. 12, Voucher No. 4-G.—Paid daily labour through Ram Singh, mate, for 32 chains . . .	24	0	0
May „	Items Nos. 7 and 19. Vouchers Nos. 7-G. and 22-G.—Paid through Ram Singh, mate, for daily labour on 2 miles 30 chains	160	0	0
June „	Item No. 9, Voucher No. 11-G.—Paid through Ram Singh, mate, for daily labour on 37 chains	60	0	0
	TOTAL	244	0	0

Completion report sent to Conservator under letter No. 210, dated 5th July 1884.

DARJEELING : }
The 5th July 1884. }

Deputy Conservator of Forests,
Darjeeling Division.

NOTE—This Form should be printed on both sides of paper.

[11th List, 15-10-15.]—

Form 60-S.

[See Chap. 23, A., Art. 448-A., Paras. 55 and 56, Vol. I., C. A. C.]

FOREST DEPARTMENT, BENGAL.

Objection Statement to the Accounts of the Darjeeling Division for the month of June 1884.

No. of item in Cash book and whether Dr. or Cr. side.	Date.	Particulars.	Amount entered in objection book.			Nature of objection.	Explanations.	Conservator's recommend- ation and Accountant General's orders.
(1)	(2)	(3)	(4)			(5)	(6)	(7)
Nos. 5 and 10, Cr. No. 18.	4th and 30th.	Cash account.—Form No. 60-I. Items under "Forest Advances".	R	a.	p.	The total only should have been entered— see article 213 (1);		

CALCUTTA :

The 20th July 1884.

Assistant Accountant General,
(Forests).

Conservator of Forests.
Division.

Conservator of Forests.

[11th List, 15-10-15]

Summary of Revenue and Expenditure to the end of June 1884.

BUDGET HEADS. REVENUE. (1)	Estimate for 1884-85. (2)	Revenue to end of May 1884. (3)			Revenue during June 1884. (4)			Total Revenue to end of June 1884. (5)		
		R	a.	P.	R	a.	P.	R	a.	P.
I.—TIMBER AND OTHER PRODUCE REMOVED FROM THE FORESTS BY GOVERNMENT AGENCY:—										
a. Timber										
b. Firewood and charcoal										
c. Bamboos										
d. Sandalwood										
e. Grass and other minor produce.										
II.—TIMBER AND OTHER PRODUCE REMOVED FROM THE FORESTS BY CONSUMERS OR PURCHASERS:—										
a. Timber										
b. Firewood and charcoal										
c. Bamboos										
d. Grazing and fodder grass										
e. Other minor produce										
f. Forest stamps										
g. Other items										
h. Commutation fees										
III.—DRIFT AND WAIF WOOD AND CONFISCATED FOREST PRODUCE.										
IV.—REVENUE FROM FORESTS NOT MANAGED BY GOVERNMENT:—										
a. Duty on foreign timber and other forest produce.										
b. Revenue from shared and private forests.										
V.—MISCELLANEOUS:—										
a. Fines and forfeitures										
b. Refunds										
c. Other sources										
TOTAL REVENUE										

CALCUTTA:

The _____ 1884.

Assistant Accountant General,
(Forests).

BUDGET HEADS. EXPENDITURE. (1)	Estimate for 1884-85, (2)	Expenditure to end of May 1884, (3)	Expenditure during June 1884, (4)	Total Expenditure to end of June 1884 (5)
	R	R	a. p.	R a. p.
A.—Conservancy and Works,				
I.—TIMBER AND OTHER PRO- DUCE REMOVED FROM THE FORESTS BY GOVERNMENT AGENCY :—				
a. Timber				
b. Firewood and charcoal				
c. Bamboos				
d. Sandalwood				
e. Grass and other minor produce.				
II.—TIMBER AND OTHER PRO- DUCE REMOVED FROM THE FORESTS BY CON- SUMERS OR PURCHASERS.	5			
III.—DRIFT AND WILD WOOD AND CONFISCATED FOREST PRODUCE.				
IV.—REVENUE FROM FOREST NOT MANAGED BY GOV- ERNMENT :—				
a. Duty on foreign timber and other forest produce.				
b. Revenue from shared and private forests.				
V.—RENT OF LEASED FOREST AND PAYMENTS TO SHARE HOLDERS IN FOREST MANAGED BY GOVERN- MENT.				
VI.—LIVE-STOCK, STORES, TOOLS, AND PLANT :—				
a. Purchase of cattle				
b. Feed and keep of cattle				
c. Purchase of stores, tools and plant,				
VII.—COMMUNICATIONS AND BUILD- INGS :—				
a. Roads and bridges				
b. Buildings				
c. Other works				
VIII.—ORGANIZATION, IMPROVE- MENT, AND EXTENSION OF FOREST :—				
a. Demarcation				
b. Cost of Forest Settlement compensation for land and rights.				
c. Surveys				
d. Working-plans				
e. Sowing and planting				
f. Protection from fire				
g. Other work				
CARRIED OVER				

Substitute the following for the existing form 60-T:—

Form 60-T. / 1

[See Chapter 23-A., Article 448-A., Para. 56, Volume I, C. A. C.]

(To be printed on super-royal foolscap).

FOREST DEPARTMENT, CENTRAL PROVINCES.

Objection Statement on the accounts of the

Division for the month of

191 .

[illegible]

Form 60 T.—continued.

Number and date of item or of voucher.	Particulars.	AMOUNT KEPT UNDER				Nature of objection or Comptroller's order.	Divisional Forest Officer's explanation (see footnote below).	Conservator's recommendation and Comptroller's remarks.	MODE OF ADJUSTMENT (FOR USE IN COMPTROLLER'S OFFICE).				
		Advances recoverable.	Suspense.		Service payments for recovery or final clearance.				Reference to letters written or received.	Date of credit or recovery.	Month of adjustment.	Amount.	
			Credits.	Debits.									
	Total brought forward												
	Total of month's objection.					<p>Certified that I have compared the entries of addition and deduction under "Advances Recoverable" and "Suspense Account" in the Form with the totals under these heads as entered in the Classified Abstract for the month and that they agree.</p>			<p><i>N. B.</i>—(1) This statement is to be returned by the Divisional Forest Officers through the Conservator of Forests within a week after its receipt in a separate cover marked "Objection Statement" and every effort should be made to settle finally all objections within the time allowed. Only in special cases may extract be kept or sent to persons concerned. (2) If the space for explanation is not sufficient separate memoranda may be used to keep this Form clean and tidy. (3) The actual dates of receipt and despatch should be noted to check delays in submission.</p>				
	Balance from past months.												
	Total objection												
	Deduct amount adjusted during 191 as per separate register.												
	Balance carried over					Examiner. Superintendent.	Comptroller, Central Provinces.	Conservator, Division.	<p>No. F., dated 191 Forwarded to the Divisional Forest Officer for early disposal and return through the Conservator of Forests</p> <p>Date of Receipt No. dated 191 Forwarded with explanation to the Conservator of Forests.</p> <p>Date of Receipt. No. dated 191 Returned to Comptroller, Central Provinces.</p>				

14th List—1-7-16.

DELHI :
 Dated 1st July 1916. }

R. A. GAMBLE,
 Comptroller and Auditor General.

BUDGET HEADS EXPENDITURE. (1)	Estimate for 1884-85. (2)	Expenditure to end of May 1884. (3)			Expenditure during June 1884. (4)			Total Expenditure to end of June 1884. (5)		
	R	R	a.	p.	R	a.	p.	R	a.	p.
Brought over										
IX.—MISCELLANEOUS :—										
a. Law charges . . .										
b. Other charges . . .										
TOTAL A.—CONSERVANCE AND WORKS.										
B—Establishments										
1.—SALARIES.										
a. Conservators . . .										
b. Superior officer . . .										
c. Subordinate forest and depot establishments.										
d. Office establishments . . .										
e. Deputation and special al- lowances.										
f. Exchange compensation al- lowance.										
II. TRAVELLING ALLOWANCES :—										
a. Conservators . . .										
b. Superior officers . . .										
c. Subordinate forest and depot establishments.										
d. Office establishment . . .										
III.—CONTINGENCIES :—										
a. Stationery . . .										
b. Carriage of tents and records										
c. Rents, rates, and taxes . . .										
d. Pay of police guards . . .										
e. Official postage . . .										
f. Sundries . . .										
TOTAL B.—ESTABLISHMENTS—										
GRAND TOTAL OF ALL EX- PENDITURE.										

CALCUTTA :

The _____ 1884.

Assistant Accountant General
(Forests).

[11th List, 15-10-15.]

DELHI,

Dated 15th October 1915.

B. A. GAMBLE,
Comptroller and Auditor General.

Form 61.

[See Chap. 24, Art. 449, Vol. I, C. A. C.]

PUBLIC WORKS DEPARTMENT.

LETTER OF CREDIT No.

Dated this

191

THE COLLECTOR OF
DEPUTY COMMISSIONER

SIR,

* I have the honour to request that you will cash the cheques drawn by the _____

to the extent of Rupees _____

(This letter of credit has effect from the _____.)

I have the honour to be,

SIR,

Your obedient Servant,

Accountant-General.

Form 62.

[See Chap. 24, Art. 449, Vol. I, C. A. C.]

*Register of Payments made to Officers of the Public Works Department on Cheques against Letters of Credit
from _____ to _____ 191 .*

[illegible]

FOOTNOTES

437

Form 63.
PASS BOOK.

[See Chap. 24, Art. 457, and Chap. 27, Art. 543, Vol. I., C. A. C.]

The _____ Treasury or the Bank of _____ in account current with A.B., *Executive Engineer,*
..... *Telegraph Dept.*
_____ Division.

Dr. Cr.

1900.			Initials of Treas- ury Officer.				1900.			Initials of Treas- ury Officer.			
				R	a.	p.					R	a.	p.
May	1	To Balance		1,039	7	11	May	6	By Cheque No. 1 . . .		500	0	0
		" Letters of Credit for May		25,000	0	0	"	8	" Ditto " 2 . . .		140	0	0
							"	10	" Ditto " 4 . . .		10,000	0	0
		TOTAL		26,039	7	11	"	18	" Ditto " 5 . . .		450	0	0
									TOTAL		11,690	0	0
									By Balance		14,949	7	11
June		" Balance		14,949	0	11			TOTAL		26,039	7	11

N.B.—To be balanced monthly and signed in full after being balanced.

Form 64.
[See Chap. 24, Art. 462, Vol. I., C. A. C.]

Schedule of Public Works Receipts during the month of _____

Date of receipt.	From whom received. (To be filled up only when not an officer of the P. W. D.)	On what account. (To be filled up only when not received from an officer of the P. W. D.)	On account of Executive Engineer of	On account of Executive Engineer of	On account of Executive Engineer of	On account of Executive Engineer of	Other Items.	Daily Total carried to Cash Book.	

Register of payments made to officers of the Military Department—
 _____Circle on account of cheques against
 Assignments and Transfer Receipts during the month of _____
 _____191 _____

[illegible]

2nd List—1-6-13.

Form 69.

[See Chap. 27, Art. 532, Vol. I, C. A. Code.]

Telegraph Form No. 45. ¹¹

(Treasury officers are not to pay more than 250 rupees on any certificate of this form.)

No. _____

Imprest Certificate, dated

19 of

Signal
Circle Office.

Rs. A. P.

Amount of sanctioned cash Imprest

Opening balance as per cash account of this date

Deficiency

I certify that the amounts noted on this certificate have been checked by me and the deficiency of Rupees is required by me to recoup my cash imprest for expenditure on public service. The sum of Rupees now drawn by me should be debited to my letter of assignment.

Officer in charge of *Signal*
Circle Office.

Page 443—

Form No. 69, as amended by the 2nd list of correction dated 1st June 1913.

For the words in the Heading "Telegraph Form No. 45" read "Telegraph Form No. N5."

5th list, 1-4-14.

• Form 70, page 443—

*For “Telegraph Master” in line 1 of the form read “Telegraph
Master
in charge”*

*For “Superintendent” and “Division” read “Postmaster General
(Telegraph Traffic Branch)” and “Circle” respectively.*

Form 69.

[See Chap. 27, Art. 532, Vol. I., C. A. C.]

[Telegraph Form No. N.5.]

Treasury Officers are not to pay more than 250 rupees on any certificate* of this form.

No. _____

IMPREST CERTIFICATE, dated _____ 191 .

I certify that the cash account of _____, for _____ 191

See Slip

has been checked by me; that its opening balance agrees with the closing balance of the previous account, and that its closing balance is correctly calculated.

I further certify that the Imprest at present allowed him is _____ and that his actual cash balance last reported to me is _____

_____, leaving a deficiency of _____

R	a.	p.

R _____, which sum I hereby authorise him to draw from the _____ Treasury.

(NOTE.—If the balance is more than the Imprest allowed, no certificate is to be granted. The Superintendent is responsible that he orders payment into Treasury of all unnecessary excess.)

Superintendent of Telegraphs,
_____ Division.

Form 70.

[See Chap. 27, Art. 534, Vol. I., C. A. C.]

[Telegraph Form No. N.6.]

GOVERNMENT TELEGRAPH DEPARTMENT.

Certified that the Telegraph Master _____ is authorised to draw from the Treasury the sum of _____

(R _____) on account of advances, as detailed below to be made to _____ proceeding to _____

** See slip*

Superintendent,
_____ Division

Dated _____ the _____ of _____ 191

On account of salary for _____ R

On account of travelling expenses _____

Total R _____

Form 71.

[See Chap. 27, Art. 534, Vol. I., C. A. C.]

[Telegraph Form No. N.7.]

GOVERNMENT TELEGRAPH DEPARTMENT.

Certified that the _____

is authorised to draw from the _____

Treasury the sum of R_____

to enable him to refund deposits of _____

~~Examiner of Telegraph Accounts.~~~~Director General of Telegraphs.~~

Dated Calcutta, the _____ of _____ 191 .

Received from the Officer in charge of the Government Treasury at the sum of R_____

on account of refund of deposits, as authorised in the accompanying Certificate, dated _____ 191, by the Examiner of Telegraph Accounts and the Director General of Telegraphs in India.

Signature _____

191 .

Dated _____

Form 72.

[See Chap. 27, Art. 527, Vol. I., C. A. C.]

[Telegraph Form No. N.10.]

No. _____, dated _____

FROM

THE SUPDT. OF TELEGRAPHS, _____ DIVISION, Sec

To

THE OFFICER IN CHARGE OF GOVT. TREASURY

AT _____

Sir,

I have the honour to inform you that Mr. _____
 (whose usual signature appears at foot of this advice), has been ordered to take charge of the _____,
 and to request that
 no further payments may be made to his predecessor, Mr. _____,
 or on any documents bearing Mr. _____'s signature. The probable maximum amount of salary
 bills payable to Mr. _____ monthly
 will be R_____

Usual signature of the above-named officer.

Superintendent of Telegraphs. *see slip*

Form 71, page 444—

For “ Examiner of Telegraph Accounts ” and “ Director General of Telegraphs ” wherever they occur in this form read “ Deputy Accountant General, Post Office and Telegraphs (Telegraph Branch) ” and “ Director General of Posts and Telegraphs ” respectively.

7th List—15-1-15.

Form 72, page 444—

For “The Superintendent of Telegraphs,———Division,” in the heading of the form read

“THE POSTMASTER GENERAL (TELEGRAPH TRAFFIC BRANCH)———CIRCLE,”

“THE DIRECTOR, TELEGRAPH ENGINEERING,”

and for “Superintendents of Telegraphs” at foot of the form read

“Postmaster General (Telegraph Traffic Branch).”

“Director, Telegraph Engineering.”

7th List—15-1-15.

Form 73.

[See Chap. 28, Art. 567A., Vol. I., C. A. C.]

*Statement of Receipts and Issues of Sovereigns and Half Sovereigns at the
H-ad Quarter and Sub-Treasuries of the District of during the*

week ending _____ *191* .
month of _____

Value in Rupees.

Name of Treasury and Sub-Treasuries.	Opening Balance.	Receipts from the Public.	Remittances received.	Total.	Issues to the Public.	Remittances sent.	Closing Balance.	Total.
1	2	3	4	5	6	7	8	9
Sadar Treasury								
— Sub-Treasury								
— Sub-Treasury								
— Sub-Treasury								
TOTAL								

Details of Remittances. (Remittances within the district need not be shown.)

Treasury Remittances.

From	To	AMOUNT.	
		Received. ₹	Sent. ₹

Treasury Officer.

NOTE 1.—The period fixed for the submission of the weekly statements are those ending 7th, 15th, 22nd and the last day of the month.

NOTE 2.—The opening balance of the statement for the first week, the closing balance of that for the last week and the opening and closing balances of the monthly statement should agree with the figures entered in the monthly cash balance report. The total amount of receipts, issues, and remittances shown in the four weekly statements should also agree with the figures in the monthly statement.

NOTE 3.—Gold coins received at their bullion value by weight under the authority of G. I. F. D. Notification No. 1448A., dated 8th March 1907, should be shown in this Form as distinct items.

446

FORMS.

[illegible]

Page 446, Form No. 73-A—

Add a new column "Current weight unnecessarily cut and broken" between the columns "soldered" and "others."

6th list—1-8-14.

Form 74 (Obverse).
(See Chap. 29, Art. 587B., Vol. I., C. A. C.)

*Statement of uncurrent silver coins and rupees and half rupees of 1835 and 1840 withdrawn from circulation in the
District of _____ for the month of _____ 191 .*
(To be submitted along with the monthly cash balance report.)

(To be submitted along with the monthly cash balance report.)

KINDS OF COIN.	I.		II.		III.		IV.		V.		VI.		VII.		REMARKS.
	Opening balance.		Received from the Public.		Received in uncurrent and withdrawn coin remittances from other districts.		TOTAL.		Issued to the Mint or other treasury as "uncurrent and withdrawn coin" remittance.		Transferred to currency chest.		Closing balance.		
	Tale value.	Value as shown in the accounts.	Tale value.	Value as shown in the accounts.	Tale value.	Value as shown in the accounts.	Tale value.	Value as shown in the accounts.	Tale value.	Value as shown in the accounts.	Tale value.	Value as shown in the accounts.	Tale value.	Value as shown in the accounts.	
1.															
2.															
3.															
4.															
5.															
6.															
7.															
8.															
9.															
TOTAL															

Treasury Officer

Treasury Officer,
District _____

Instructions.

- I. Opening balance should represent the amount of coins held both in Sadar and Sub-Treasuries and shown in the Cash Balance Report of the previous month.
- II. Amount received both at Sadar and Sub-Treasuries in transactions with the public (Arts. 582 to 582-C., C. A. C.) or native states (Art. 585, C. A. C.). Coins detected in good coin remittances from other treasuries should be shown in this column and not in column III. As the coins shown in the statement are non-issuable to the public, the amount of this column should ordinarily be the difference between the opening and closing balances after allowing for the remittance received and issued.
- III. This column should show only coins received as "Uncurrent and Withdrawn" coin remittances.
- IV. Represents the totals of columns I, II and III.
- V. This column should show coins remitted either to the Mint or to the Central Treasury as "Uncurrent and Withdrawn" coin remittance.
- VI. In some provinces withdrawn coin is transferred to the Currency Department before being remitted to the Mints. This column should show all such transfers.
- VII. This represents the difference between the amounts shown in columns IV, V and VI and should agree with the figures shown in the Cash Balance Report of the month to which the statement appertains.

At (a) the different rates (vide Arts. 583 to 583-C., 584 and 585, C. A. C.) at which light-weight silver coins are received should be given on the reverse, the tale and total value of each kind of coins being entered only in the "Remarks" column.

Form 74 (Reverse).

[See Chap. 29, Art. 587B, Vol. I., C. A. C.]

*Details of light weight silver coins received from the public or Native States
or found in remittances of good coin during the month _____*

(Vide Arts. 582 to 582C., 584 and 585, C. A. C.)

[illegible]

Details of Remittances.

[illegible]

Treasury Officer,